DOCUMENT RESUME

ED 190 866 CE 026 441

TITLE Driver Education Curriculum Guide. Administrative Guide for Driver and Traffic Safety Education.

INSTITUTION Ohio State Dept. of Education, Columbus. Div. of School Finance.; Ohio State Univ., Columbus. National Center for Research in Vocational Education.

SPONS AGENCY Governor's Highway Safety Program Office, Columbus, Ohio.; National Highway Traffic Safety Administration (DOT), Washington, D. C.

PUB DATE [79]

NOTE 90p.; Some pages will not reproduce well due to small print. For related documents see ED 181 254, ED 181 680, ED 183 915, ED 186 681, and CE 025 829.

EDRS PRICE MF01/PC04 Plus Postage.

DESCRIPTORS Administrator Guides; *Administrator Responsibility; *Administrator Role; Curriculum Guides; *Driver Education; Guides; Information Sources; *Program Administration; Program Development; State Legislation; *State Standards; *Traffic Safety; Vocational Education

IDENTIFIERS Ohio

ABSTRACT

This guide is a practical and informative handbook designed to assist administrators in establishing effective driver and traffic safety education programs. It is concerned with the standards for driver and traffic safety education in Ohio and the organization, procedures, and guidelines for carrying out those responsibilities. Responsibilities involve scheduling, curriculum, vehicle loan/lease program, community support, evaluation, accident procedures, financial procedures, driver education certificates of completion, and licensing procedures. The guide also contains copies of the standards and other legislative stipulations for driver and traffic safety education. Appendixes include forms; listing of traffic safety education resources, divided into textbooks, traffic safety periodicals and newsletters, selected resources, materials and equipment, audiovisuals, and other audiovisual sources; and definitions of terms. (YLB)

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DRIVER EDUCATION CURRICULUM GUIDE

ED190866

Ohio Department of Education
Division of School Finance
Driver Education Section

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

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FOREWORD

Ohio has long been concerned with traffic safety and driver education and can reflect with pride on its early leadership and support in both areas. The first use of simulation in automatic driving occurred in the early 1930s at The Ohio State University. The first driver education course was given in Cleveland in 1936 and shortly thereafter the first city-wide program in driver education was established under the direction and support of Dr. Leslie R. Silvernale. The first comprehensive study of the effectiveness of driver education was based on research gathered in the Cleveland school system. Cincinnati was the site of the first recorded use of television in driver education programs in 1957.

Nationally, a major impetus to the driver education program was the enactment of the Highway Safety Act of 1966 which, among other features, established standards designed to implement a highway safety program, the objective of which was to reduce traffic injury, death, and property damage. Driver education was included as one of the standards. With the Highway Safety Act of 1970, the agency responsible for these standards was renamed, the National Highway Traffic Safety Administration.

Customs, attitudes, and situations change with the passage of time. As some problems are solved, others take their place. To keep pace with recent changes, the Ohio Department of Education, Division of School Finance, Driver Education Section has developed new curricula in traffic safety and driver education. This administrative guide is part of that effort, which is funded by the Governor's Highway Safety Program and the National Highway Traffic Safety Administration.

The purpose of this guide is to assist administrators and teachers in the planning and development of quality driver and traffic safety education programs by identifying areas of responsibility and providing procedures and guidelines for their implementation.

Franklin B. Walter

Franklin B. Walter
Superintendent of Public Instruction

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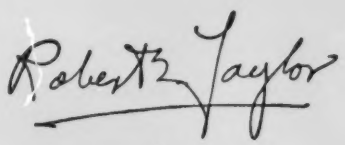
SEP 2 6 1980

PREFACE

The Ohio Traffic Safety Education Center (OTSEC), a project of The National Center for Research in Vocational Education at The Ohio State University, is funded by the Ohio Department of Highway Safety, Governor's Highway Safety Program, and monitored by the Ohio Department of Education, Division of School Finance, Driver Education Section. OTSEC was organized to provide assistance to the citizens and state departments of Ohio in five basic functional areas: research, development, services, education, and dissemination. These areas to a large extent parallel the functional areas of the National Center.

Within the five areas, driver and traffic safety education projects at OTSEC have been broad in scope. They have included such activities as developing driver education curricula for use in public schools, publishing a traffic safety newsletter for distribution throughout the state, developing a driver education information package for local school boards, conducting workshops in motorcycle safety and driver education for the handicapped, and many others.

The outcome of OTSEC's research development, and education programs has been heightened awareness of driver and traffic safety practices on the part of Ohio's citizens. By furthering this awareness, OTSEC has made and will continue to make a positive impact on traffic safety in Ohio.



Robert E. Taylor
Executive Director
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Research in Vocational
Education

ACKNOWLEDGMENTS

Driver education has expanded significantly in Ohio schools since 1969 when legislation was enacted requiring completion of approved courses by students seeking to become licensed drivers before eighteen years of age.

To meet the ever increasing demands on public school education for quality programs, a *Curriculum Guide for Driver and Traffic Safety Education*, the first of its kind in driver and traffic safety education in Ohio, was developed in 1971 to assist the teacher in the development, expansion, and further improvement of driver education programs. Funded through the Governor's Highway Safety Program, the original guide was made possible through the cooperation of many persons who were interested in the expansion and improvement of driver education in Ohio.

The Ohio Department of Education, Division of School Finance, Driver Education Section expresses appreciation to the following organizations and individuals for their assistance in the development of the current edition of this curriculum guide.

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This publication was prepared by the Ohio Department of Education in cooperation with the Office of the Governor's Highway Safety Representative. Funds were provided by the National Highway Traffic Safety Administration of the United States Department of Transportation under 23 U.S.C., Section 402. The opinions, findings, and conclusions expressed in this publication are those of the authors and do not necessarily reflect the official views or policies of the National Highway Traffic Safety Administration.

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INTRODUCTION

Since the publication of the *Curriculum Guide for Driver and Traffic Safety Education* in 1971, a number of factors have greatly influenced driver and traffic safety education. These include the rapid expansion of driver and traffic safety education; the development of a series of curriculum guides specific to driver and traffic safety education; enactment of legislation and revision of standards affecting the field; and, most noticeably, the energy crisis and the resulting proliferation of smaller automobiles.

The Administrative Guide is concerned with the standards for driver and traffic safety education in Ohio and the organization, procedures, and guidelines for administration of the program. The guide includes information about the development of the program in Ohio, administrative responsibilities and services, and guidelines for carrying out those responsibilities. Also included are copies of the standards and other legislative stipulations for driver and traffic safety education and a listing of the ten driver and traffic safety education curriculum guides available through the Ohio Department of Education.

The current guide supersedes the guide released in 1971. Prior to publication, draft copies of the updated guide were sent to educators for professional critique and review according to specified evaluation procedures. Appropriate improvements suggested in the reviews were made in the text. In its present form, the guide is a practical and informative handbook designed to assist administrators in establishing the very best driver and traffic safety education programs possible.

DRIVER EDUCATION IN OHIO

History of Ohio Driver Education

Early years

Cleveland, in 1936, was the site of the first driver education course taught in Ohio. Several years later it became the site of the first city-wide program of driver education and it was there that the first comprehensive study of the effectiveness of driver education was conducted. In 1937 several other public school systems followed suit in establishing driver education. The growth of the driver education program led to the establishment of a uniform course of study, for which minimum standards were developed from 1944 to 1948. By the late 1950s, approximately one-half of the public high schools in Ohio offered driver education.

H.B. 380

House Bill 380, passed by the 107th General Assembly and effective January 1, 1968, had great impact on driver education. This Bill made education available to high school students and made successful completion of a state-approved driver education course mandatory for licensing between the ages of 16 and 18. Funds were provided to the State Department of Education for the program. Responsibility for the program, formerly under the direction of the Supervisor for Boys' Physical Education, Recreation, Safety, and Driver Education in the Division of Elementary and Secondary Education, was transferred to the Division of School Finance under the newly created position of Supervisor of Driver Education in the Field Service Section on September 1, 1968. A task force was appointed to establish guidelines, interpret materials and forms, and direct subsidy payments to public school districts. The Field Service Section of the Division of School Finance, working with school administrators throughout the state, implemented the program during the 1967-68 school year.

Development of New Standards

A committee of traffic safety experts and educators was appointed by the state superintendent of public instruction to assist the State Department of Education in the development of new standards. These standards became effective September 1, 1968. In June, 1970, the Driver Education Section was created and made a part of the Division of School Finance as a separate entity. A revision of the standards, required by Section 3317.01 of the Ohio Revised Code, was accomplished and became effective August 1, 1972. The present standards became effective August 15, 1977.

Driver Education Subsidy

Am. Sub. H.B. 475, effective December 20, 1971, increased the subsidy for driver education to not more than 50 dollars per pupil, authorized commercial school driver training as a substitute for public school driver education when a public school driver education course was not available, and set conditions under which public boards of education would reimburse commercial driver training institutions.

Am. Sub. H.B. 226, effective June 19, 1974, required that pupils complete the driver education course before the State Department of Education was authorized to expend funds. It set conditions under which commercial schools could receive a subsidy (as a result of a course not being offered at the pupil's high school of attendance or because of scheduling difficulties) and it established a principal's statement form for authorizing subsidies. Provisions for nonpublic pupils were also specified.

Am. Sub. S.B. 59, effective June 30, 1979, allows joint vocational schools and county boards of education to operate programs. Instruction on energy conservation was also included in the curriculum requirements of the bill.

Quality Driver Education

Purpose and Objectives of Driver Education

"The central purpose of high school driver education is to develop safer and more efficient highway users who understand the essential components of the highway transportation system and highway safety programs and who will participate in the system in a manner which will enhance its effectiveness."

The objectives of a high school driver education course are:

- to help students acquire the knowledge, skills, and attitudes for safe and economical operation and care of motor vehicles and equipment;
- to enable students to relate those natural and civil laws which determine and regulate the operation of motor vehicles to safe driving practices;
- to prepare students for vocations and duties involving the use of motor vehicles; and
- to develop informed, fully functioning, and responsible citizens and members of the community.

Characteristics of a Quality Driver Education Program

Leadership of district and local administrators is of paramount importance in establishing quality driver education programs. Critical decisions at the administrative levels involve selecting and assigning staff, facilities and financial resources; and planning, scheduling, implementing, and evaluating the program. To fulfill these key roles, administrators must be cognizant of the characteristics of a quality driver education program and direct their decisions and planning toward establishing such a program.

The following are characteristics of a quality driver education program.

- Driver education is an integral part of a K-12 safety education program coordinated within each district among all schools.
- Driver education is included as an integral part of a school curriculum.
- The program is based on current curriculum materials approved by the State Department of Education.
- Instructors are certified and participate in inservice programs to improve instructional methods.

- Every youth in the school's jurisdiction has access to driver education at the appropriate grade level.
- The course consists of not less than 60 clock hours and is available to all students.
- Classroom and laboratory phases of the course are integrated and coordinated.

Impact of Quality Driver Education

A driver education program that is carefully planned and implemented, so that it is a program of the highest quality, accrues many benefits to the district, school, program, and community.

- Parents understand and support quality driver education programs.[1]

  Parents want their youngsters to learn to drive well. They do not want to try to teach them in the family car. They want them taught safely, by well prepared professionals.

- Driver education is on public view each day. A quality driver education program is an example of a school's orientation to reality.

  Drivers and pedestrians, shopkeepers, mothers, business people, doctors, truckers, street sweepers, voters—all see the driver education car around town, with their youngsters learning to drive the right way. They see their school in action!

- Quality driver education meets well-defined needs in the community.

  We are a mobile society. Americans spend a lot of time driving. Students need to learn to handle a car well. Motor vehicle accidents are the leading cause of death for males from age 5 through 35. Should we tune a good mind, school people in the classics, develop artistic expression, or train a fine athlete, and then fail to give those youths the information and skills they need to survive on our roads?

- Quality driver education motivates students.

  Students do not cut or drop driver education. It is probably the most popular course in the schools. It has only begun to approach its potential value.

- Quality driver education ties in well with other subject matter, integrating many learning experiences.

  Students in driver education

  - Read to know the law, the rules of the road, map use, and road signs.
  - Write about the value of personal transportation, about the effect of the car on family life, the American culture, or our economy; or about the multiple impacts of car ownership on the life of a young person.
  - Calculate the costs of car operation, the number of miles per gallon, the distance traveled in a day's lesson, the change from a $20 bill offered in payment for gas, tire wear measured by tread gauges, and dollars saved by car pooling or transit usage.

[1]Adapted from a brochure by the American Driver and Traffic Safety Education Association (Washington: ADTSEA, 1978).

- Understand the concepts of fairness, respect for the rights of others, and respect for authority; the necessity for obedience to law in order to avoid chaos; the value of property; and moral values which grow out of complex human interactions.

- Quality driver education is built entirely on real life experiences.

  Behind-the-wheel training takes place on the streets of the community, out on the country roads and along the freeways. It is a slice of life with which the student is taught to deal effectively.

- Quality driver education returns both immediate and long-range benefits to students, parents, and the community at large.

  Young people who do well in driver education get discounts on insurance, have better collision and violation records, drive efficiently, and use less gas. They appreciate the value of property, are more likely to show good citizenship on the road, and spend their transportation dollars more wisely. As effective drivers, they are more employable.

Driver Education Teaching Philosophy

Learning consists of two phases. In phase one, the instructor provides new information about a subject in which the instructor is well-informed and skilled, and the student receives or acquires the new knowledge. In the second phase, the student internalizes and absorbs the new knowledge so that subsequent behavior is changed.

The second phase is controlled by the student; learning, or changed behavior, will take place only when the student chooses to change. That choice is facilitated by an attitude of acceptance. Thus the instructor "has to create an atmosphere in which the students feel that their ideas and opinions are considered worthwhile and valuable."[2]

If students are encouraged to express opinions without threat, the instructor can assist them to develop and clarify their values without imposing his or her own values and feelings. Emphasis should be on student interaction and participation, with the instructor listening more and talking less. Teaching strategy should be to present facts and assist students in making their own decisions.

When behind the wheel, students must learn to become responsible for their actions and the consequences of those actions. Similarly, in a classroom setting students can be given options and take responsibility for the consequences of their choices. The same responsibility extends to the instructor. For example, a concise course outline, with requirements, options, alternatives, and objectives specified, should be provided to the students.

Students must be made aware that their responsibilities include classroom performance as well as actual driving performance. They must understand that, just as failure to adhere to the rules of the road can result in catastrophe, so can failure to adhere to the rules of the classroom result in unfortunate outcomes.

Finally, it should be remembered that respect begets respect.

[2]R. W. Bishop et. al., *A Resource Curriculum in Driver and Traffic Safety Education* (Washington, D.C.: Automotive Safety Foundation, 1970), p. 147.

ADMINISTRATIVE RESPONSIBILITIES AND SERVICES

Responsibility for Driver Education in Ohio

In Ohio, the Ohio Department of Education administers the driver and traffic safety education program through the Division of School Finance, Driver Education Section. This agency administers the program through area coordinators. Moneys for conducting driver education programs are dispersed through boards of education to high schools that meet minimum standards set by the state board of education. Within the local district, responsibility for administering the driver education program generally rests with supervisors of driver education. At the school level, the principal assumes responsibility for the provision of driver and traffic safety education through qualified instructors and laboratory aides.

Responsibilities and services within this system are described in this section.

Services Available from the Driver Education Section of the Ohio Department of Education

Service

Leadership responsibility for improved driver education programs rests with the Driver Education Section of the Ohio Department of Education. Services offered by the section to achieve better programs include:

- Provision of advisory and consultive services to help school districts improve programs.
- Aid to school districts in developing effective methods for administering and supervising comprehensive traffic safety education programs.
- Establishment and promulgation of standards for driver education.
- Development and distribution of resource materials including curriculum guides.
- Provision of inservice activities, workshops and seminars to enable teachers to enhance professional competencies.
- Assistance to school districts in acquiring equipment such as multimedia, simulators for classroom and laboratory instruction, or driving ranges.
- Counsel on specifications and design of facilities and equipment.

- Evaluation of state and local programs.
- Assistance to the schools through programs funded by the Governor's Highway Safety Program.
- Payment of funds to school districts for students completing an approved driver education program.

These services can be obtained by contacting the staff of the Driver Education Section of the Ohio Department of Education.

OTSEC

In addition to the above services, the Ohio Department of Education was instrumental in establishing the Ohio Traffic Safety Education Center (OTSEC), which assists the traffic safety education community through activities in five functional areas:

- Research: technical reports, surveys, literature reviews, project and program evaluations.
- Service: OTSEC Information Center, *NewsLine* (newsletter), *Special Notes (supplement to the newsletter).*
- Development: curriculum, public information.
- Education: workshops, courses in traffic safety.
- Dissemination: curriculum guides, *NewsLine* and *Special Notes*, other project products.

Curriculum Guides

To assist in providing the best possible instruction in driver and traffic safety education, the Driver Education Section of the Ohio Department of Education had ten curriculum guides produced. These guides are described in the next section of this guide under "Available Curriculum Guides."

Role and Services of Area Coordinator Offices

The area coordinators are located regionally in 13 offices. Each office maintains liaison operations between local school districts and the Department of Education. Coordinators are chosen on the basis of education and experience to permit a thorough understanding of the legal, technical, financial, and practical aspects of school district operation.

The regional offices provide field coordination for implementing the General Assembly's school-related legislation and State Board of Education regulations. Coordinators disseminate information regarding educational programs, assist school officials with planning and policy-making procedures, and serve as liaison between public and private school officials and educational and noneducational agencies. Consultation with school officials regarding statutes, standards, procedures, and reimbursement is always available. Coordinators are also involved in inservice training and program development.

Area coordinator offices provide field management for driver education programs as well as other specific department programs, including pupil transportation, foundation program, programs for disadvantaged youth and auxiliary services for nonpublic pupils. Regarding driver education, questions related to student certification and reimbursement, personnel, enrollment, reporting, and approval forms should be directed to the area coordinators.

Responsibilities of School Administrators and Driver Educators at the Local Level

- Make driver education available.
- Establish high standards for performance.
- Set local policies and standards.
- Ascertain that standards are met.
- Assist with financial resources and facilities.
- Stimulate and direct curriculum development.
- Plan instruction with specific objectives.
- Use a variety of teaching strategies.
- Develop and improve existing programs.
- Coordinate driver education with total school safety programs.
- Recommend program changes to responsible school personnel.
- Provide liaison services for school and non-school safety agencies.
- Assist with utilization of community resources.
- Inform school and community about the driver education program.
- Initiate and maintain positive support for automotive dealers.
- Organize vehicle loan/lease programs.
- Obtain insurance.
- Assess materials and equipment needs.
- Support and assist inservice programs.

The following section of the guide outlines procedures and guidelines for carrying out these responsibilities.

PROCEDURES AND GUIDELINES

Scheduling Driver Education

Responsibility

According to Rule 3301-81-02 of the Administrative Code:

> Each board of education shall make the standard high school driver education course available to all eligible students and high school age youth which shall consist of a minimum of sixty hours.

Further, the rule states that the standard 60-hour* will include:

a. 36 hours of classroom instruction, and

b. 24 hours of laboratory instruction with six hours actual behind-the-wheel instruction.

Coordination of the Program

It is highly desirable that driver education be considered an integral part of the high school curriculum and be scheduled, as are other courses, during the regular school day with classroom and laboratory phases coordinated. Coordination may be achieved by a single instructor teaching all phases of the program or by different instructors handling each phase of the program.

Program Structure

Driver education courses may differ in structure depending on the facilities available. The three basic programs of instruction are:

- Two-phase (or traditional): classroom which may or may not include multimedia and on-street driving experience
- Three-phase: classroom, simulation or range, and on-street driving experience
- Four-phase: classroom, simulation, range, and on-street driving experience

Calculation of Time Requirements

No specific formula can be developed to satisfy the requirements of every program. It is important to have program objectives identified in order to determine needed time requirements. Further, the variables of each program, including the number of students per class, teaching periods and hours required in vehicles, need to be considered. The following specific factors related to the instruction and laboratory phases of the program should also be taken into consideration.

- Multimedia may replace no more than 20 hours of classroom instruction; e.g., 16 hours classroom instruction and 20 hours multimedia instruction.

*Sixty hours means **actual** clock hours.

- Twelve hours of simulation may be substituted for two hours of behind-the-wheel instruction.

- Multiple car, off-street driving range instruction may be substituted for a designated number of hours of behind-the-wheel on-street instruction. The number of hours shall be determined by the Ohio Department of Education on the basis of the size and design of the range.

If class periods are less than 60 minutes in length, it is necessary to determine how many actual class periods are needed to meet state standards. This can be done by converting time periods to minutes as follows:

36 hours = 2160 minutes

Class periods = 45 minutes

2160 divided by 45 = 49 class periods needed
to equal 36 actual hours.

Class periods = 55 minutes

2160 divided by 55 = 39½ class periods needed
to equal 36 actual hours.

The number of instructor hours needed for various programs can be determined by using formulas cited by Aaron and Strasser in *Driving Task Instruction* (pp. 373 and 374) or in *The Driving Simulator Method* (p. 10) as referenced in Appendix B, Traffic Safety Education Resources.

Curriculum

Rule 3301-81-03 of the *Standards for Driver Education Programs* states that:

> Course content shall include, but not be limited to, instruction and evaluation in the following areas:
>
> A. Basic and advanced driving techniques including development of perceptual skills and interpretation of driving situations and techniques for handling emergencies.
>
> B. Rules of the road and other federal, state, and local motor vehicle laws and ordinances, including the current Ohio publications relative to traffic laws.
>
> C. Critical vehicle systems and subsystems which require preventive maintenance.
>
> D. The vehicle, highway, and community features:
>
> 1. That aid the driver in avoiding crashes.
>
> 2. That prospect the driver and passengers in crashes.
>
> 3. That aid in the prompt and proper care of the injured.

E. Signs, signals, highway markings, and highway design features which require understanding for safe operation of motor vehicles.

F. Differences in the characteristics of urban, suburban, and rural driving, including safe use of modern multilane expressways.

G. Pedestrian safety.

H. Bicycle, motorcycle, and other two-wheel vehicle safety.

I. School crossing, railroad crossing, and other critical areas.

J. School bus passenger safety.

K. Accident causation, analysis, and reporting.

L. Attitudes and responsibilities which contribute to highway safety.

M. Alcohol and drugs and their relation to highway safety.

N. Vision, fatigue, and other impairments relating to safe driving.

O. Sharing the roadway with school buses, trucks, and slow moving and emergency vehicles.

P. Danger of objects being dropped from overhead passes.

Q. Recreational vehicles, all terrain vehicles, and the towing of trailers.

R. Consumer economics: purchase, maintenance, and insurance of a vehicle.

S. Energy conservation information.

Textbooks shall be reviewed every five years for applicability to current driver education practices.

To assist school districts in providing the best instruction possible in these areas, the Ohio Department of Education, Driver Education Section has produced ten curriculum guides. The process through which they were developed and the outcomes of that process are described below.

Development Process

In the summer of 1974, the Driver Education Section sponsored workshops at colleges and universities. Funded through the Governor's Highway Safety Program, these workshops were designed to develop instructional units for use as driver education curriculum. The following eight classroom units were developed: Bicycle Safety Education, Pedestrian Safety Education, Advanced Driving Skills, Alcohol and Other Drugs, Driver Education for the Handicapped, Multimedia and Simulation, Motorcycle Safety, and Laboratory Aide.

One of the first tasks assigned to the Ohio Traffic Safety Education Center (OTSEC) after its inception was to review these instructional units and prepare them for implementation as state curriculum guides.

OTSEC prepared each guide for review by a panel of experts and coordinated a system of evaluation through field testing. After review and field testing, evaluation reports were compiled and analyzed, and guides were revised. The Ohio Department of Education conducted the final review, approval, and coordination of the dissemination of the guides.

Available Curriculum Guides

Produced as a set and designed for use as free-standing products immediately usable by classroom instructors, the ten curriculum guides listed below are available for use by the local district in providing driver education according to the requirements of the Standards. As a set, these guides provide driver education instructors with a practical and flexible source for the enhancement of traffic safety education programs.

- *Bicycle/Pedestrian Safety Education*[3]
- *Advanced Driving Skills*
- *Driver Education for the Handicapped*
- *Alcohol and Other Drugs*
- *Motorcycle Safety Education*
- *Multimedia, Simulation, Range*
- *Laboratory Aide Instruction*
- *Administrative Guide*
- *Energy Conservation*

Vehicle Loan/Lease Program

An essential component of the high school driver education program is the use of loan/lease vehicles for behind-the-wheel instruction.

The loan program is voluntary on the part of the dealer who owns the cars. The decision to participate in a driver education program by lending or leasing vehicles is made solely by each dealer; neither the manufacturer nor the corporate office makes the decision.

School administrators and driver education teachers, working cooperatively, can do much to ensure continuing dealer participation and to keep program costs at a minimum.[4]

[3]*Bicycle Safety Education* and *Pedestrian Safety Education*. Prepared for use in grades one through eight and disseminated to Ohio public and private elementary schools, packaged together in the same binder.

[4]The above guidelines were taken in part from *A Handbook for General Motors Dealers and Educational Program Administrators*. Sales Promotion Department, 10-202. General Motors Corporation, Detroit, Michigan 48202 (with permission).

Dealer Relations

A positive working relationship between driver educators and car dealers is an asset to driver education programs, especially since free loan cars are becoming increasingly difficult to procure and leasing arrangements are more frequently occurring. Recognizing the participation of the dealers and involving them in an ongoing way in the program can enhance the relationship by providing free promotion of the dealer's business in the community. As a positive relationship is established with one dealer, others may become interested in participating in a loan or lease program.

Activities that can be used to recognize and promote good relations with car dealers include the following:

Arrangements

- Contact the dealer and discuss the number of vehicles needed for the program well in advance of the beginning of the school year or the onset of the program. (One year in advance is optimal.)
- Accept cars that will have a good resale value.
- Agree to return the cars while the mileage is low so that resale value will be better.
- Conduct an orientation/discussion session with representatives from local auto dealers' association to familiarize dealers with your program.
- Visit dealers personally to update them on the driver education program.

Use and Maintenance

- Keep cars clean inside and out. If possible, purchase floor mats to protect interior carpets.
- Provide a regularly scheduled program of maintenance in agreement with the dealer.
- Use the cars exclusively for in-car instruction.
- Return vehicles in spotless condition.

Dealer Involvement and Recognition

- Conduct a student demonstration of driving range exercises for the dealers, and allow the dealers to go through the maneuvers. Present them with certificates of completion.
- Change student on-road drivers in front of the dealer's showroom to show vehicle in use.
- Make sure a dealer credit line appears on the car.
- Place a plaque inside each car, indicating the name of the dealer providing the car.

- Have the school journalism department take a picture of driver education students grouped around the car. Frame and present the photo to the dealer. The dealer will proudly display it in the showroom.

- Publish pictures and articles in school publications acknowledging dealers' participation.

- Publicize yearly driver education statistics (number of students, teachers, and schools in the program) together with facts about the use of loan vehicles (number of vehicles, number and names of the dealerships).

- Write news releases concerning dealers' loan programs and any other activities involving dealers. Set up radio and TV interviews with the approval of your local school authority.

- Send letters of appreciation to the dealer from the superintendent, principals, instructors, students, PTA members, and parents.

- Invite your dealer to be your guest at a local, state, or national driver education conference.

- Recognize the dealer at a school awards dinner. If possible, present a plaque to each dealer.

- Discuss with the State Department of Education the possibility of recognizing the auto dealers in some special way.

- Encourage the student council to recognize the dealer in an appropriate manner.

Dealer Promotion

- In cooperation with dealer(s), publicize loan vehicles for sale in the school paper and on student and faculty bulletin boards when cars are withdrawn from the program.

- Advise school personnel when driver education cars are being returned to the dealers.

In order to continue the benefits of the loan/lease program, it is necessary to respect the conditions under which vehicles are lent or leased and to understand the responsibilities of the educators toward the dealers.

Conditions of Loan or Lease

Use of the vehicle is limited exclusively to behind-the-wheel instruction in a driver education course conducted by the teaching staff of a qualifying institution during the school year. The following definitions apply.

- Course: The entire period of time required for behind-the-wheel instruction to meet state certification requirements.

- Teaching Staff: A member of the institution's faculty.

- Qualifying Institution: Any state-approved educational institution offering credits, certificates, or degrees in a driver education course or program.
- School Year: A 12-month period usually starting in September of each calendar year.

Administrative Responsibilities

- Complete and sign participating dealer forms with the dealer.
- Ensure that vehicles bear the appropriate driver education identification required by State Board of Education standards.
- Arrange insurance for the protection of all parties concerned, including dealer, institution, students, and instructors. Be sure that vehicles remain insured at all times.
- Equip vehicles with dual controls as required by standards.
- Store (garage) vehicles so as to ensure their safety and protection. Such storage facilities should be approved by the dealer.
- Maintain vehicles as specified in the owner's manual.
- Maintain the appearance of the vehicles.
- Return vehicles in excellent condition.
- With the dealer, jointly inspect each vehicle when placed in driver education service and when returned to dealer. Note any nonstandard condition.
- Encourage and support dealer appreciation and public relations efforts.
- Invite dealership personnel to visit driver education and consumer education classes to present guidelines for purchasing and financing new and used vehicles.
- Take students to dealership(s) to see vehicle models at announcement time.
- Recommend that school personnel patronize participating dealers when contemplating purchase of a vehicle.

Community Support

Community support of individual education programs is important to overall community support of public education. According to a study conducted by the Ohio Department of Education to assess needs for the future of education in Ohio, "the need to obtain widespread and ongoing citizen participation in the education process" is seen as one of the most important in education today.[5]

The importance of gaining community support in the form of automobile dealer participation was discussed in the preceding section. Another essential element in community support of the driver education program is parental involvement.

[5]Edward J. Crittendon, ed., *A Look toward Education Redesign: Ohio's Schools as Seen by Young Adults* (Columbus: Ohio Department of Education, 1972).

The objectives of a parent and community involvement program are to:

- Increase effective communication among the school, parents, and community and thus develop better school-parent-community relationship.
- Enable parents to participate in learning experiences with their children.
- Upgrade the driving knowledge and performance of both parents and students.
- Program and use school facilities toward the benefit of the community.

Parent Involvement

Parental support of all facets of public school education is a crucial ingredient of community support of education. Parents must be convinced that the kinds of subjects that their children are being taught are necessary and are worth the tax dollars earmarked for education. Driver education is often viewed with a critical eye in the total structure of education. Public understanding of driver education is essential in putting the total education program in perspective.

One strategy is to involve parents in the driver education program. Showing parents that they are getting something worthwhile goes a long way in convincing them that driver education should be a priority in school and not a candidate for elimination. Communication plays a vital role in gaining parental support. Informed parents become interested and involved parents.

School administrators are advised to be sure that parental involvement in the driver education program is being encouraged through such means as:

- Letters, progress reports, and other information sent directly to the parents
- Handouts sent home with students
- Open house and other parent meetings
- Encouraging supplemental driving

Information for Parents

The following kinds of information are helpful to parents and in building parental support.

- Introductory letter and consent form. An introductory letter or handout is helpful in explaining course requirements, and sequencing, grading policy, parents' role in driver education, procedures for obtaining temporary instruction permits, or conveying the parental request form which is required by state law. A sample letter and consent form are provided on page 18.
- Application for enrollment. The consent form is sometimes included with an application for enrollment, samples of which are provided on pages 19. Additional samples of consent forms are provided in Appendix A.
- Letter announcing the beginning of behind-the-wheel instruction. A sample is provided on page 20.

- Progress reports. Parents should be made aware of student progress in the course, including affective, psychomotor, and cognitive objectives. Reports should include achievement as well as areas needing more attention. A sample progress report is provided on page 21. Other evaluation forms (see pp. 29 to 33) might also be shared with parents.

- Letter announcing completion of course and final evaluation. This letter should include both strengths and areas needing improvement. A sample letter form is provided on page 22.

Parent Meetings

Parent meetings might include open houses, range demonstrations, individual meetings with parents, individual class visitations by parents, practice sessions with parents, or other joint activities. Appropriate information to be presented through meetings includes the following:

- Course requirements
- Course outline
- Grading policy
- Guidelines on how parents can assist students in actual driving
- Licensing requirements
- Invitations to visit classes
- Presentation of a parent-student guide
- Demonstration of range, simulators, or multimedia equipment
- Film or filmstrip presenting orientation to driver education
- Other

Supplemental Driving

Involving parents as an important part of teaching their children to drive will serve a dual purpose: (1) it will assist in showing them that the schools are developing skills in students that will be crucial to staying alive and preserving lives of others, and (2) it will serve as an adult education tool, apprising the parents of changes in traffic laws and reminding them of safe driving techniques.

Parents often will help the student at home to perfect the skills learned during the in-car phase. Such practice gives the student confidence after the basics have been mastered. Guidelines should be provided to the parents explaining the goals and benefits of supplemental driving and how, when, and where to practice. Sample guidelines are provided on pages 23 and 24.

Sample Form: Introductory Letter and Consent Form[6]

Dear Parent:

This is to confirm that _____ has enrolled in the driver and safety education program. During this instruction, the fundamentals of safe driving will be taught by certified *(high school)* instructors.

Lesson guides and other materials will be distributed during and after each classroom or driving session to reinforce learning and provide for student review. Please assist by encouraging your child to review previous materials stressing correct driving practices. After your child has had time to develop some rudimentary skills, please take your youngster to a parking lot or a lightly traveled residential area to practice the basic maneuvers.

Below is a parental consent form that is required by state law giving your permission for your child to take the in-the-car instruction phase of the program. Please fill it out and return to the instructor.

Detach and Return

Dear Driver Education Instructor:

This is to verify that _____ has my permission to enroll in the Driver and Traffic Safety Education course at *(Name of School)* _____.

Student Name _____
Last First M.I.

Street Address _____

_____
City State Zip

Date of Birth _____

Homeroom Number _____

Parents' Names _____

Name of Doctor _____

Tem. Number _____

Expiration Date _____

Social Security No. _____

Assigned Driving Time _____

Home Phone Number _____

Date of In-the-Car Consent _____

High School Grade _____

Doctor's Phone _____

[6]*Curriculum Guide for Driver and Traffic Safety Education* (Columbus, Ohio: Department of Education, 1971), p. 97.

Sample Form: Application for Enrollment and Consent Form[7]

Application for Enrollment in Driver Education

For Semester beginning _____ 19__

_____ High School Home Room _____ Grade _____

Legal Name _____ Date of Birth _____
Last First M.I.
(If no middle initial, write "none" in that space) Age _____

Student Number _____ Male _____ Female _____

Social Security No. _____
(If you have no social security number, check here _____

Address _____ Phone _____

Do you have any physical handicap or condition which might affect your driving? _____
If so, explain in detail on the back of this sheet. (This information will be treated confidentially and sympathetically, but it is important for your safety and the safety of others that the instructor have this information.)

This is to certify that _____ has my permission to take the course in driver education offered by the _____.

Date _____ Signed _____
(Parent or Guardian)

[7]Columbus Public Schools, photocopy (Columbus, Ohio, n.d.), with permission.

Sample Form: Letter Announcing Behind-the-Wheel Instruction[8]

We are pleased that your child has enrolled for the on-the-street phase of the Driver and Traffic Safety Education course at _____ High School.

This phase of our program consists of _____ periods of behind-the-wheel driving instruction per week for a total of _____ weeks.

Will you please aid us in seeing that your child keeps his/her appointment faithfully. We are sure you will realize the magnitude of our problem of trying to schedule students for on-the-street instruction.

The car is equipped with dual controls for the instructor's use to provide adequate safety and is fully and completely insured.

It is our desire to aid students in living safely as motorists and pedestrians in this motorized age.

We will inform you of progress made during the _____ weeks and will be happy to offer suggestions from time to time.

Thank you for your cooperation.

Your child's scheduled time is _____.

Very truly yours,

_____

Driver Education Instructor

[8]Lakewood High School, letter (Lakewood, Ohio, n.d.), with permission.

Sample Form: Progress Report[9]

Dear Parent:

As you know, your child is now taking the in-the-car phase of driver and safety education. This is the final phase of our program which includes _____ hours of drivotrainer simulation experiences (driving techniques, emergencies, and strategy), and 16 hours of in-the-car experience of which _____ hours are behind-the-wheel.

Your child is being instructed in the basic fundamentals but will not be an experienced driver at the completion of the course. The purpose of the course is not to obtain driver licenses for students, but rather, through carefully-guided practice, instruct the individual in the fundamentals of car operation and lay the foundation for sound understanding of traffic regulations and the need for obeying them. As you know, to be a well qualified and experienced driver it takes 2 to 3 years and/or approximately 10,000 miles of driving in all types of conditions.

Now that the in-the-car phase is at the half way point, parents are encouraged to ride with the new driver and provide additional practice time. In our minimal program we cover numerous driving skills and techniques plus provide lesson guides. We suggest you refer to the lesson guides and work on the areas of weaknesses that are listed in this letter. When you consider that your child is sufficiently competent to be entrusted with your car *(under conditions that you prescribe)*, schedule an appointment for the driver's test. However, even after passing the test, additional supervision and discussion of driving from time to time will re-enforce positive driving behavior.

Material covered in the car to this date: *(Items checked need practice.)*

___ Starting	___ Left Turns	___ Up-Hill Parking
___ Hand Position (10 & 2)	___ Right Turns	___ Down-Hill Parking
___ Steering-Centering	___ U-Turns	___ Backing in Driveways
___ Seeing Techniques	___ Y-Turns	___ Light Traffic
___ Stopping-Braking	___ Use of Mirrors	___ Medium-Heavy Traffic
___ Lane Changing	___ Angle Parking	___ Distance Judgment
___ Backing	___ Confidence	___ Attitude

Suggestions for Correction _____

_____

The remaining three class sessions will be devoted to:

Expressway or High Speed Driving	Parallel Parking
General Driving Strategy	Defensive Driving

If possible we will try to provide experience in:
Night Driving-Passing-Driving on Rural Roads-Bad Weather Driving

It is hoped that through our joint efforts we can meet the young driver's need for good driving experiences, positive examples and improved attitudes toward driving. When your youngster has completed all phases of the high school work with a grade of "C" or better, and has displayed the proper attitudes, a certificate of satisfactory completion of the course will be issued.

Yours for Safety,

Instructor-Coordinator

[9]*Curriculum Guide for Driver and Traffic Safety Education* (Columbus, Ohio: Department of Education, 1971), p. 97a.

Sample Form: Letter Announcing Completion of Course and Final Evaluation[10]

Dear Parent:

Your son/daughter has satisfactorily completed the Driver Education course. The grades will be retained on a permanent record card.

The following instructions were given: _____ clock hours in the classroom, _____ clock hours in simulation, and _____ clock hours of actual driving, plus _____ clock hours of observing correct driving procedures. The basic skills, knowledge, and attitudes necessary in driving an automobile should have been acquired. With this limited experience, however, your continued cooperation and guidance will be needed to develop a competent driver. We suggest that you ride with your son/daughter for about 500 miles before you permit them to drive alone. This will give you assurance that they have the ability and also give them the experience all new drivers need.

Through tests that have been given in the school course, we find that additional practice is needed on the items checked:

( ) Shifting gears
( ) Backing
( ) Hand-over-hand steering
( ) Right and left turns
( ) Driving in lanes
( ) Starting on hills
( ) Driving on one-way streets
( ) Parking on up-grades and down-grades
( ) Angle parking
( ) Parallel parking
( ) Congested traffic driving
( ) Highway driving
( ) Expressway driving
( ) Overtaking and passing
( ) Driving at night
( ) Driving under adverse conditions

We ask that you notify your insurance agent that your son/daughter is now of driving age. Insurance for teen-age boys and girls is higher; however, most companies give reductions to driver education students. Enclosed you will find a certificate which may be presented to your insurance agent.

We wish to thank you for your cooperation in helping make your son/daughter a safer driver on today's highways.

Grades for:

Classroom _____

Simulator _____

Behind-the-wheel _____

Final grade _____

Sincerely yours for safe driving,

_____

(Driver Education Instructor)

[10] Lakewood High School, photocopy (Lakewood, Ohio, n.d.), with permission.

GUIDELINES FOR PARENTS PROVIDING SUPPLEMENTAL DRIVING[11]

A. Our objective is an efficient and responsible traffic citizen. Such a worthwhile objective cannot be achieved without the expenditure of time and effort, both at home and at school.

Most new drivers should spend a minimum of 25 to 30 hours of supervised practice behind the wheel before they are granted the privilege to "solo." Each student receives 3 to 5 hours of practice behind the wheel, or its equivalent, in the school driver education car. Supplemental practice, with a parent, therefore, is very important in developing the student's driving proficiency.

The following general and specific guidelines for supplemental driving are provided to help you help your son or daughter become a good driver.

General

B. Car Selection:

We believe it is best for beginning drivers to become proficient in the use of automatic transmission automobiles before learning to drive a car with manual transmission. Research now indicates that the late model car with automatic transmission is the safest to drive under all conditions; in most cases it is now also just as economical. If you have more than one car available for supplemental driving, this may be of interest to you.

C. Length of Session:

A few short practice sessions (35 to 45 minutes each) are better than one or two longer sessions. After considerable practice, a long drive on the highway may amply demonstrate the effects of fatigue and tension at the wheel.

D. Atmosphere:

The best learning takes place under conditions where patience, sympathetic understanding, and mutual respect abound. Beginning drivers usually need to take more time to see and evaluate what they see. They should not have to be embarrassed because of the need for extra caution or because of an experienced driver's lack of patience or understanding.

Specific

1. Drive the car to a quiet residential area before giving the student the wheel. A level and lightly traveled area is best for the first few practice sessions.

2. Establish and discuss a good system of communication or method of instruction at the outset so each person knows what to expect of the other.

3. Sit in a position that enables you to place your left hand on the steering wheel quickly if necessary. In an emergency, be ready to place the selector lever in neutral or to turn off the ignition.

[11]Sandusky High School, photocopy (Sandusky, Ohio, n.d.), adapted with permission.

4. Have the student become familiar with the operation of all controls and safety devices before driving since these differ from car to car. Require study of the owner's manual in advance.

5. To begin with, have the student start the car, move forward a short distance, and then stop a few times. This gives the student an opportunity to adjust to the particular car. Each car responds differently and has its own control pressure points.

6. Practice easy left and right turns on level streets at first and then progress to other kinds of turning situations. Emphasize good timing and coordination, especially in the beginning.

7. Practice pulling parallel and to within six inches of a curb to develop lateral judgment.

8. Practice "high-aim" steering to develop good lane control. The main point of concentration should be down the street, toward the center of the lane in which the car is driven. Lightly traveled, rural blacktops are excellent for this and for developing good speed control.

9. Stress good visual habits at all times:

    - High-aim steering
    - Getting the big picture by constantly scanning the traffic scene and using the ground-viewing habit (to note changes in wheel direction or feet of pedestrian)
    - Keeping the eyes moving, checking mirrors and gauges regularly with quick glances (Avoid fixing the eyes on any one point for any length of time.)

    Insist that the student turn the head when approaching intersections.

10. Practice adjusting speed control to: a) road conditions, b) traffic conditions, c) vehicle limitations, and d) driver proficiency.

11. Progress into traffic gradually as the student becomes proficient in manipulative skills and visual habits. Cross thoroughfares, turn onto and off of them, and then travel on them.

12. Read the traffic picture well in advance and cue in the student when necessary. At times have the student describe the traffic picture aloud to you while driving.

13. If a hazardous traffic situation for which the student is not ready appears imminent, have the student pull over to the side and wait for the situation to clear before proceeding.

Use of Speakers

The content of the driver education curriculum is exceedingly diverse. This diversity can be used to an advantage by inviting various speakers to visit driver education classes.

Each community is a potential resource for speakers on such subjects as law enforcement, traffic engineering, insurance, medical personnel, automobile dealers, and mechanics. Do not overlook an immediate resource, parents of your students.

An additional resource is the booklet, "Speakers in Driver and Traffic Safety Education" compiled by the Ohio Department of Education, Division of School Finance, Driver Education Section and the Ohio Traffic Safety Education Center (a federal project of the Department of Education). This booklet is available in local school districts or through the Ohio Department of Education, Division of School Finance, Driver Education Section.

The successful use of speakers is dependent on careful planning by the teacher. The following guidelines are suggested.

- Know something about the speaker before extending the invitation to speak. What are the speaker's capabilities and philosophy?
- Schedule speakers well in advance so that both the speakers and the class have time to prepare for the presentation.
- Specify precisely what you want to be included in the presentation, how it fits in with your class material, point of view, and the like. Inform the speaker to expect questions and class discussion.
- Confirm the speaking date and topic by letter so there will be no misunderstanding.
- Prepare your students for the speaker by having the presentation fit logically into the subject matter. Through class discussion, develop a list of potential questions. Encourage students to be prepared to ask questions.
- After the presentation, conduct a review, summary and evaluation. Use a variety of methods such as class discussion, written reports, evaluation sheet, quizzes, role play, and the like.
- Acknowledge the presentation. Write a thank you letter; have a student, students, or the class write letters of thanks. Publicize the speaker through the school paper and local news media.
- Stay with the class. Never leave a speaker unattended with a class.

Evaluation

Evaluation has a two-fold purpose:

(1) to provide feedback to the student on individual performance in relation to specified objectives, and

(2) to provide a means of assessing teaching performance, noting that overall student performance may reflect the quality of teaching performance.

Evaluation of Student Performance

The following general guidelines are suggested to help the driver educator achieve fair and meaningful evaluation of student performance.[12]

1. Base each student's evaluation on achievement of specified objectives.
2. Evaluate achievement of psychomotor, cognitive, and affective objectives.
3. Include written, oral, and performance methods of evaluation wherever possible.
4. Construct tests to emphasize the understanding of concepts and principles, not merely factual knowledge.
5. Consider other elements, such as:
   a. promptness in meeting assignments,
   b. completion of assignments in acceptable form,
   c. respect for ideas and values of other students,
   d. conformance to the rules set up for the classroom and laboratory phases of the course (which the instructor has made certain that students thoroughly understand), and
   e. effort, improvement, and achievement in view of the learner's potential.
6. Evaluate periodically, not just at the completion of instruction.
7. Clearly inform students and parents of grading criteria.
8. Give students and parents a detailed description of the students' status (strengths and weaknesses) periodically and at the completion of the course.

[12]Adapted in part from *A Resource Curriculum in Driver and Traffic Safety Education* (Reprinted by Michigan State University Press by permission of the American Driver and Traffic Safety Education Association, 1975).

9. Ask students to evaluate their own physical, intellectual, and attitudinal achievement with respect to driving and citizenship. For example, what are their attitudes toward traffic safety?

10. Develop forms and procedures to organize the records of student performances in each phase of the program. The grades earned in each phase should be compiled on one standard form, placed with the records from each phase, and scored in an orderly fashion so they may be easily located. Suggested procedures and sample forms are presented in the pages below.

Grading Systems

A grading system may be developed according to the design of the individual program. Students and parents should be aware of the grading system at the beginning of the course. Sample grading systems for 5- and 9- session programs are provided on page 28.

Progress Record

Compile the progress and grades of each student on a single form throughout the course. This makes it easier to see the total picture (cognitive, affective, and psychomotor) of the student's progress and to identify areas needing additional emphasis. A sample progress record form is provided on page 29.

Behind-the-Wheel Phase Records

For the behind-the-wheel phase of driver education, evaluation forms should be developed to reflect the performance objectives and sequence of the individual program.

The forms should enable the instructor to evaluate and record the exercises each student has completed behind the wheel, how well the student has performed, and what skills need additional work.

Any type of form that meets the needs of the program may be used. Each lesson or exercise may be numbered and used as a code. Different colors of cards may be used to denote different phases of the course or different classes.

A participant rating sheet for students observing in the back seat may help to keep them alert to traffic around the driver education car. It may also be used for a buddy rating system in which the observers in the back seat assist in evaluating the performance of the student behind the wheel.

Three sample forms are provided for the behind-the-wheel phase. An Evaluation Checklist is provided on page 30 to help the instructor evaluate students on the various skills that have been developed throughout the behind-the-wheel phase of the program. This checklist may be altered to fit any particular phase. It might be used as a permanent record of a student's performance or to communicate with parents about specific skills that their children need to develop.

The Behind-the-Wheel Phase form on pages 31 and 32 enables the instructor to record all aspects of student driving performance as well as permanent record information.

The On-Street Record form on page 33 may also be used to record on-street driving performance.

Sample Grading Systems[13]

5-Session Programs

- Each session is 40 minutes in length.

Sessions	Point System
1	No grade.
2 and 3	Deduct 2 points for each mistake.
4 and 5	Deduct 3 points for each mistake.

- Assess 10 points for poor judgment on yellow traffic light change.
- Assess 26 points for running a red light or stop sign on the final lesson and for any unsafe driving action (e.g., failure to yield right of way to cars or pedestrians).

- Grading Scale

Excellent	95 A	Fair	75 D
Very Good	92 A	Poor	68 D
Good	86 B	Weak	67 Failure
Satisfactory	80 C		

For failure on three of the lessons or the final lesson, the student is retained for more instruction.

9-Session Programs

- Each session is 20 minutes in length.

Sessions	Point System
1 and 2	No grade.
3 and 4	Deduct 1 point for each mistake.
5, 6, and 7	Deduct 2 points for each mistake.
8 and 9	Deduct 3 points for each mistake.

- Assess 10 points for poor judgment on yellow traffic light change.
- Assess 26 points for running a red light or stop sign on the final lesson and for any unsafe driving action (e.g., failure to yield right of way to cars or pedestrians).

Grading Scale, see above.

[13]Lakewood High School, photocopy (Lakewood, Ohio, n.d.), adapted with permission.

Sample Form: Progress Record[14]

Driver Traffic Safety Education
Progress Record

Temp. Number _____

Student Name _____
Last First M. I.

Expiration Date _____

Street Address _____
City State Zip

Social Security Number _____

Assigned Driving Time _____

Date of Birth _____

Home Phone Number _____

Date in-the-Car Consent _____

Homeroom Number _____

High School Grade _____

Parent(s) Name _____

Laboratory Fees- Date _____

Name of Doctor _____

Doctor's Phone _____

Evaluation

Theory Dates	Simulator-Range	Dual Control Car Dates	Final Grade
Hours	Hours	Hours B/W Obs.	
Grade	Grade	Grade	
Instructor	Instructor	Instructor	

Instructor Comments

Course Conducted by

Address

IBM Card No. _____ Certificate No. _____ Date Issued _____ Signed _____

[14]*Curriculum Guide for Driver and Traffic Safety Education* (Columbus, Ohio: Department of Education, 1971), p. 96.

Sample Form: Evaluation Checklist[15]

1. Pre-driving habits
   - _____ Exterior check
   - _____ Entering automobile
   - _____ Starting procedure
2. Moving the automobile
   - _____ Starting in motion
   - _____ Stopping the automobile
   - _____ Proper control
3. Post-driving habits
   - _____ Stop the engine
   - _____ Securing the car
   - _____ Exiting the automobile
4. Backing
   - _____ Starting in motion
   - _____ Stopping the automobile
   - _____ Proper control
5. Driving at moderate speeds
   - _____ Shifting
   - _____ Smith system
6. Turning corners
   - _____ Lane use
   - _____ Signal
   - _____ Steering
   - _____ Right standing
   - _____ Left standing
   - _____ Right moving
   - _____ Left moving
7. Turnabout techniques
   - _____ Traffic checks
   - _____ U-turn
   - _____ Y-turn
   - _____ Driveway turns (right—left)
8. Light to medium traffic
   - _____ Signal devices
   - _____ Signals
   - _____ Lane use
   - _____ Turns
   - _____ Speed
   - _____ Eye usage
   - _____ Right-of-way
9. Country Driving
   - _____ Speed control
   - _____ Curves
   - _____ Hills
   - _____ Passing
   - _____ Being overtaken
   - _____ Right-of-way
10. Advanced city driving
    - _____ Lane usage
    - _____ Lane changing
    - _____ Speed control
    - _____ Smith system
    - _____ Signaling
    - _____ Right-of-way
    - _____ Turns
    - _____ Car control
    - _____ One-way street
    - _____ Start on hill
11. Freeway driving
    - _____ Entering
    - _____ Lane change
    - _____ Smith system
    - _____ Car control
    - _____ Conflict areas
    - _____ Exiting
12. Parking
    - _____ Car control
    - _____ Turning wheel
    - _____ Signals
    - _____ Car position
    - _____ Traffic checks
    - _____ Angle
    - _____ On grades

[15]Curriculum Guide for Driver and Traffic Safety Education (Columbus, Ohio: Department of Education, 1971), p. 93.

BEHIND THE WHEEL PHASE Cert No. _____

Name _____
last first m.i.

Address _____
house no. street city zip

Date of Birth _____ Age _____ Grade Level _____

School Attending _____ Homeroom No. _____

Parent(s) Name _____ Phone _____

Family Doctor _____ Phone _____

Temp. Permit No. _____ Date of Expiration _____

Social Security No. _____ Fee No. _____

Semester 1 2 Marking Period 1 2 3 4 5 6 S NP

Day and Time for Driving _____ Glasses _____

DATE	OBS.	B/W	LES.	COMMENTS	GRADE

1. Residential
2. Light Traffic
3. Heavy Traffic
4. Freeway
5. Highway
6. Review

Final Grade _____ Instructor _____

LESSONS NAME _____

1	2	3	4	5	6

BASICS
Enter/Exit Car Safely
Start/Stop Procedure
Left Turn (over-steer) (early) (late)
Right Turn (early) (late)
Eyes (too close)
Backing Maneuverability

1	2	3	4	5	6

PROPER USE OF:
Steering Wheel (shuffle)
Brake (jerk) (late) (early)
Accelerator (too slow) (rough)
Turn Signal (hold)
Mirror
Lights

1	2	3	4	5	6

GENERAL TRAFFIC
Following Distance
Stop Point
Traffic Checks
Pedestrian Hesitation Checks
Speed Control (situation) (condition)
Seeing & Decision Making
Lane Position (drift) (center)
Lane Choice
Lane Change (speed)(signal)(blind spot)
Left Turn Traffic Light
Right Turn Traffic Light
Passing

1	2	3	4	5	6

FREEWAY CONTROL
Merge (slow) (gap)
Exit (late) (slows early)
Other Mergings

1	2	3	4	5	6

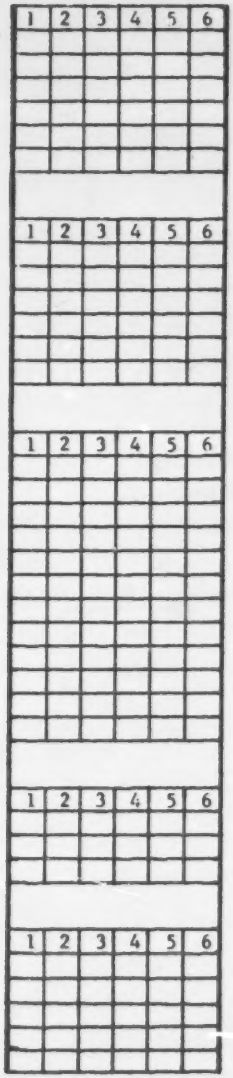
LAWS
Speed
Stop Sign (rolling) (run)
Yield Sign
Traffic Light (yellow) (run)
Right of Way

Sample Form: Behind-the-Wheel Phase Record[16]

(Page 1 of 2)

[16]Curriculum Guide for Driver and Traffic Safety Education (Columbus, Ohio: Department of Education, 1971), pp. 92 and 93.

LESSONS NAME _____



BASICS
Enter/Exit Car Safely
Start/Stop Procedure
Left Turn (over-steer) (early) (late)
Right Turn (early) (late)
Eyes (too close)
Backing Maneuverability

PROPER USE OF:
Steering Wheel (shuffle)
Brake (jerk) (late) (early)
Accelerator (too slow) (rough)
Turn Signal (hold)
Mirror
Lights

GENERAL TRAFFIC
Following Distance
Stop Point
Traffic Checks
Pedestrian Hesitation Checks
Speed Control (situation) (condition)
Seeing & Decision Making
Lane Position (drift) (center)
Lane Choice
Lane Change (speed)(signal)(blind spot)
Left Turn Traffic Light
Right Turn Traffic Light
Passing

FREEWAY CONTROL
Merge (slow) (gap)
Exit (late) (slows early)
Other Mergings

LAWS
Speed
Stop Sign (rolling) (run)
Yield Sign
Traffic Light (yellow) (run)
Right of Way

Sample Form: On-Street Record[17]

On Street
Record Form

Date	Lesson	Mileage Miles	Time		COMMENTS
			B/W	Obs.	
		In Out			
		In Out			
		In Out			
		In Out			
		In Out			
		In Out			
		In Out			
		In Out			
		In Out			
		In Out			
		In Out			
		In Out			

1. Starting _____
2. Centering _____
3. Clutch Control _____
4. Shifting gears _____
5. Stopping _____
6. Backing _____
7. Signaling _____
8. Lane change _____
9. Right turns _____
10. Left turns
11. Traffic check
12. Hand-over-hand
13. Turnabouts U or Y
14. Medium traffic
15. Mirror use
16. Speed control
17. Country driving
18. Hills

19. Passing _____
20. Heavy traffic _____
21. One-way streets _____
22. Freeway driving _____
23. Angle parking _____
24. Uphill parking _____
25. Downhill parking _____
26. Night driving _____
27. Adverse weather _____

COMMENTS:

Proposed rating scale
5—Excellent
4—Good
3—Satisfactory
2—Poor
1—Unsatisfactory

[17] *Curriculum Guide for Driver and Traffic Safety Education* (Columbus, Ohio: Department of Education, 1971), p. 95.

Evaluation of Instruction

It is helpful to look objectively at the instruction students are receiving to determine where improvement in instruction might improve student performance. Particularly helpful is the assessment of the achievement of stated objectives to determine areas of weakness in the instruction. Improving the quality of instruction contributes to the quality of the driver education program as a whole.

The following checklist is offered as one means of assessing the quality of instruction. It may be adapted as necessary to the needs of the program. This type of checklist may be most successfully used as a self-check by the instructor.

1. Preparation

- Is the course well-planned in terms of time available, objectives to be mastered, number of students, facilities, and so on?
- Is the planned instruction based on specified learning objectives?
- Is there flexibility in the course plan to allow for the needs of individual students?
- Is each lesson well-planned in terms of its relation to the course plan, realistic expectations, ample time for student participation, and so on?
- Are all necessary materials, equipment, visual aids, range set-ups, and other instructional aids prepared or obtained before class to avoid wasting class time?

2. Delivery

- Are lessons conducted according to the lesson plans?
- Are high quality curriculum materials and instructional aids used?
- Is the instructor responsive to the needs of individual students?
- Is a reasonably comfortable setting provided with a minimum of distractions?
- Are lessons presented clearly and logically and in a way that captures students' interest?
- Are all new terms defined? Concepts explained? Skills demonstrated?
- Are students encouraged, given ample opportunity to ask questions?
- Is a variety of teaching methods, such as the following, used to stimulate interest and encourage student participation?

a. Role-playing
b. Field trips
c. Team teaching
d. Visiting speakers from the community
e. Games

f. Group discussion
g. Independent study
h. Demonstrations
i. Projects through which students present information relative to course objectives
j. Displays
k. Visual aids
l. Panels and debates
m. Supplementary assignments for advanced students, "problem" students, and those students who may be assigned to study hall while in the on-road phase.

3. Application

- Are students given sufficient opportunity to practice skills and maneuvers that have been explained and demonstrated?
- Are students informed as to what is expected of them during practice sessions?
- Are students given sufficient opportunity to observe as other students practice skills?
- Are such techniques as peer evaluation used to focus attention during observation?
- Is a comfortable atmosphere with a minimum of distraction maintained during practice sessions?
- Do students receive immediate feedback as they practice?

4. Evaluation

- Is evaluation based on specified objectives?
- Are students informed in advance of the objectives?
- Are students given opportunity to practice skills before their performance is evaluated?
- Are evaluations conducted periodically throughout the course?
- Is there a balance between performance and written or oral methods of evaluation?
- Are written portions of the evaluation clear, logical, and easy to understand?
- Do students receive feedback on all evaluations, including ways that performance can be improved?
- Is evaluation presented in a constructive and instructive atmosphere?
- C[illegible] you, the instructor, justify the grade given to each student?

Accident Procedures

It is a basic philosophy of quality driver education programs that well-prepared students who have been instructed in the basic operation of a motor vehicle and who operate under well-conceived, reasonable, and strictly enforced regulations will have few, if any, accidents. However, school administrators and driver education instructors should have well-thought-out procedures for response to an accident—just in case!

1. Develop an organized plan of action to be used in the event of an accident. Keep instructions in each vehicle.

2. Be sure every instructor and instructional aide is informed of accident procedures.

3. Keep the following items in each vehicle:

   - Name, address, and phone number of insurance agent.

   - Emergency phone numbers:

     School and administrator
     Local law enforcement agency
     Rescue squad or ambulance service
     Fire department
     Automobile dealer from whom the vehicle was obtained
     Towing service.

   - First aid information

   - A State of Ohio Accident Report Form BMV 16-501 (see sample in Appendix A) or one that includes the same information so a BMV form can be filled out later.

   - An accident form including information required by school policy or insurance company policy (if different from BMV 16-501).

Sample information cards, accident procedures, and accident report forms are provided on pages 37 to 42. These should be adapted according to local needs, school policy, and insurance company regulations.

SAMPLE FORM: ACCIDENT PROCEDURES AND INFORMATION CARD

Accident Procedures

If an accident occurs, you *must* go to the nearest police station and fill out a report. This is required by our present insurance company.

In case of an accident, be sure to:

1. Stop and remain at the scene.
2. Take immediate steps to warn approaching traffic.
3. Render aid to injured. Do not move them, but keep them warm.
4. Notify authorities (highway patrol, local sheriff, or police).
5. Complete accident report form.

Information Card

Insurance Company: _____

Agent: _____ Phone: _____

Phone Numbers:

Police: _____ Fire: _____

Rescue or Ambulance Service: _____

School: _____ Dealer: _____

Towing Service: _____

Other: _____

SAMPLE FORM: ACCIDENT REPORT

Date _____ Time _____

Location _____

Name of driver _____ Age ____

Name of driver education instructor _____

Name of school _____ Address of school _____

_____

Car make _____ Dealer _____ License _____

Name of other driver _____

Address of other driver _____

Other car (make, year, license number, amount and description of damage) _____

_____

Other car (name and address of owner if different from driver) _____

_____

Insurance company of other driver _____

Insurance company address _____

Name(s) and addresses of witnesses:

Name(s) and addresses of injured:

Description of accident (weather, road conditions, car movement):

Name(s) of investigating official(s):

Name(s) and addresses of all students in the vehicle (whether injured or not) and passengers in other car _____

_____

SAMPLE FORM: ACCIDENT PROCEDURES[18]

_____ High School

DRIVER AND TRAFFIC SAFETY EDUCATION

PROCEDURES TO FOLLOW IN A RANGE ACCIDENT IN THE CAR:

1. Get the following information about people in the car:

   A. Name - Pilot _____

      Address _____

      Phone _____

      Age _____

      Name - Co-pilot _____

      Address _____

      Phone _____

      Age _____

   B. Car No. _____

   C. Instructor _____

2. Notify nurse and take students to health center.
   Contact nurse for report (Phone number as appropriate).

3. Notify principal's office.

4. Notify other appropriate person(s) in authority.

5. Call insurance company and give complete information on the accident (name, address, phone number of insurance company).

6. Call car dealer.

7. Get body shop estimate and take to insurance company

8. Comments

[18]Adapted from Lakewood High School, photocopy (Lakewood, Ohio, n.d.), with permission.

Show here complete identification of investigation authorities

Give brief description of the accident:

SAMPLE FORM: ACCIDENT PROCEDURES[19]

_____
Month Date Year

Date of Accident _____ Day of Week _____

Driver's Name _____ ____Male ____Female

Street Address _____

City, State, Zip Code _____

Driver's Birth Date _____ Month Day Year

Driver's Social Security No. _____

Driver's License Number _____ State _____

Owner's Name _____

Owner's Social Security No. _____

Street Address _____

City, State, Zip Code _____

Vehicle _____ Year _____ Make _____ Type (Sedan, Truck, Taxi, etc.) _____

License Plate Number _____ Year _____ State _____ Vehicle Serial No. _____

Part(s) of Vehicle Damaged _____ Front _____ Rear _____ Left _____ Right _____

Name of other driver's insurance company (city, state) _____

Name(s) and address(es) of INJURED PERSONS IN CAR #1 _____

Name(s) and address(es) of WITNESSES IN CAR #1 _____

A brief description of the circumstances: weather, road condition _____

_____

[19]Adapted from Lakewood High School, photocopy (Lakewood, Ohio, n.d.), with permission.

VEHICLE NO. 2 _____ Was this vehicle legally parked? _____

Driver's Name _____ ____ Male ____ Female

Street Address _____

City, State, Zip Code _____

Driver's Birth Date Month Day Year _____ Driver's Social Security No. _____

Driver's License Number _____ State _____

Owner's Name _____ Owner's Social Security No. _____

Street Address _____

City, State, Zip Code _____

License Plate Number _____ Year ____ State ____ (Vehicle Serial No.) _____

Part(s) of Vehicle Damaged _____ Front _____ Rear _____ Left _____ Right _____

Name of other driver's insurance company (city, state) _____

Name(s) and address(es) of INJURED PERSONS IN CAR #2 _____

Name(s) and address(es) of WITNESSES IN CAR #2 _____

_____

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Financial Procedures

Rule 3301-81-12 of the Administrative Code stipulates that:

> Driver education courses for which the state board of education prescribes minimum standards shall be evaluated and approved annually by the Ohio department of education, field service section.

Rule 3301-81-09 requires the Ohio Department of Education to expand state funds to provide driver education courses which meet State Board of Education standards. The amount reimbursed to districts may not exceed fifty dollars per student enrolled in and completing the course.

Reimbursement is authorized to commercial schools through local boards of education under two conditions:

1. through contract under standards established by the State Board of Education, and
2. through Form SF-470 issued by the high school principal. Payment may not be made to a commercial school prior to the *actual receipt* of such funds from the State Department of Education. A copy of Form SF-470 is provided in Appendix A.

Reimbursement Procedures

To receive reimbursement for a driver education program, the following steps must be taken.

1. File a *Request for Driver Education Program Approval* (SF-400), original and two copies, with the area coordinator's office, Ohio Department of Education, by June 15 of each year. The information on this form enables the Department of Education to approve driver education programs that meet standards promulgated by the State Board of Education.
2. File a *Report of Driver Education Personnel* (SF-400 Supplement), original and one copy, with the area coordinator by September 30 of each year. The purpose of the SF-400 supplement is to report the personnel teaching driver education.
3. File a *Request for Driver Education Subsidy* (SF-410), two copies, with the area coordinator on the 10th of any month. Requests received after the 10th of the month will not be processed until the following month.
4. Complete two copies of form SF-410 *Supplement*, a supporting document for form SF-410, listing only the students who completed the driver education course.
5. File a *Report of Driver Education Annual Program Costs* (SF-460), two copies, with the area coordinator on or before July 31 of each year.

Sample copies of forms SF-400, SF-400 Supplement, SF-410, SF-410 Supplement, SF-460, and SF-470 and instructions for completing these forms are provided in Appendix A. Questions regarding reimbursement or completion of forms as stipulated under Rule 3301-81-09 may be directed to area coordinators of the Ohio Department of Education.

Driver Education Certificates of Completion

Rule 3301-81-10 of the Administrative Code stipulates that each school district will complete a high school driver education certificate of completion for each student completing the course.

Certificates, obtained from the Ohio Department of Education area coordinator offices, are to be completed according to requirements for acceptance by the Ohio Highway Patrol driver examiner and may not be duplicated.

Lost certificates will be replaced by the area coordinator's office. Requests for replacement must be verified by a school official, signed by the student, and notarized.

Out-of-state students must furnish the Ohio school district a transcript or certificate of completion from a driver education program approved by the department of public instruction of the home state. An out-of-state transfer driver education certificate, obtained from the area coordinator's office, is then issued.

A sample copy of the driver education certificate of completion, replacement certificate, and out-of-state transfer certificate is provided on page 45.

Licensing Procedures

State of Ohio licensing procedures for first license applicants for motor vehicle operator, motorcycle operator, and moped operator licenses are listed below.

Motor Vehicle Operator License

1. Be at least 16 years of age.

2. Obtain a temporary permit application packet from a deputy registrar office upon presenting documentary proof of age, identity, and social security number and payment of a $4.00 fee. A parent or legal guardian must sign the application for all persons less than 18 years of age.

3. Take the application packet to a state highway patrol driver license exam station. Pass the required vision and written test. No appointment is necessary.

4. A temporary instruction permit will be issued upon successful completion of the vision and written tests. The temporary permit is valid for six months. Driving on the street is permitted only when accompanied by a licensed driver seated in the front.

5. If under age 18, an approved driver education course must have been completed before application is made for the regular motor vehicle operator license.

6. Take a road test—by appointment only—at a driver examination station. Applicants less than 18 years of age must present a driver education certificate of completion, the application packet, and a temporary permit before taking the road test. The road test consists of two parts: driving and maneuverability.

STATE OF OHIO A 321506

Certificate of Completion

HIGH SCHOOL DRIVER EDUCATION

This certifies that

has successfully completed a Driver Education Course conducted at

School District High School City Ohio

meeting standards prescribed by the State Board of Education

Signature of School Official Course completion date Signature of Examiner Date passed

STATE OF OHIO SERIAL NO. _____

Certificate of Completion

HIGH SCHOOL DRIVER EDUCATION

This certifies that

has successfully completed a Driver Education Course conducted at

School District City Ohio

meeting standards prescribed by the State Board of Education

REPLACEMENT

Signature of School Official Course completion date Signature of Examiner Date passed

STATE OF OHIO SERIAL NO. 49793

Certificate of Completion

HIGH SCHOOL DRIVER EDUCATION

This certifies that

has successfully completed a Driver Education Course conducted at

School District High School City

meeting standards prescribed by the State Board of Education

OUT-OF-STATE TRANSFER

Signature of School Official Course completion date Signature of Examiner Date passed

Motorcycle Operator License

1. Motorcycle Only Endorsement

   a. Be at least 16 years of age and have met the state driver education requirement.

   b. Obtain a temporary permit application packet (same procedure as for a motor vehicle operator license).

   c. Pass a practical on-road test of riding ability.

2. Motorcycle Endorsement

   a. Possess a current valid Ohio driver or chauffeur license.

   b. Obtain a temporary permit application packet.

   c. Schedule a motorcycle test (vision, written, and practical) at a driver license examination station.

   d. Present a valid Ohio driver or chauffeur license to the examiner prior to taking the practical on-road driving test.

   e. Take the "examination passed" form to a driver license agency and apply for a motorcycle endorsement. The issuance fee is $6.00.

Moped Operator License

1. Be at least 14 years of age.

2. Comply with regulations for obtaining an operator's license (application, age verification, I.D., vision and written tests).

3. When examinations are passed, a photo moped license may be obtained at a driver license agency for a fee of $2.00. No practical on-road test is required.

Note: All applicants under age 18 must have a parent or legal guardian sign the license application.

LEGAL REQUIREMENTS

Standards for Driver Education Programs

3301-81-01 Availability of driver and traffic safety education programs

A. Each public board of education shall make a driver education course available to each resident pupil and/or school age youth during the semester or term of the pupil's sixteenth birthday or the immediate succeeding semester or term. It is recommended that the driver education course be made available during the regular school day; however, additional classes may be conducted after school, on weekends and during summer school.

Each public board of education shall develop a driver and traffic safety education course of study which shall include rules 3301-81-02 and 3301-81-03 of the Administrative Code.

B. Pupils enrolled in the classroom phase of the driver education course shall be a minimum of fifteen years, nine months of age. Pupils shall be sixteen years of age on or before actual behind-the-wheel instruction is started. Each pupil enrolled in driver education shall be provided instruction in both classroom and laboratory phases during the same semester or term.

C. The Ohio department of education shall subsidize an amount not to exceed fifty dollars times the number of pupils completing the approved course or actual cost, whichever is less. Students must complete the entire course pursuant to rule 3301-81-02 of the Administrative Code to be claimed for the driver education subsidy.

D. Such courses may be provided as follows:

1. By a school for which the state board of education prescribes minimum standards as stated in state board of education rules 3301-37-01 to 3301-37-08 of the Administrative Code. The course shall consist of the standard sixty-hour course.

2. One public school contracting with another public school.

3. Through contract by a public school with a commercial driver training school licensed under section 4508.03 of the Revised Code for the purpose of providing instruction under section 3301.17 of the Revised Code and meets length of course as set forth in rule 3301-81-02 of the Administrative Code and course content standards as set forth in rule 3301-81-03 of the Administrative Code. Teachers teaching the classroom phase shall hold a provisional or higher grade certificate with driver education endorsed on the certificate.

Such course shall be taught in classrooms of a high school meeting minimum standards as stated above in rule 3301-81-01 (D) (1) of the Administrative Code and to the extent practicable, shall be provided to pupils at their school of attendance.

4. Through contractual arrangements negotiated and supervised by the Ohio department of education area coordinators.

5. By state supported and special purpose schools which have been approved by the Ohio department of education. No state subsidy, pursuant to section 3301.17 of the Revised Code, shall be made for these students.

6. Through an arrangement with a commercial driver training school licensed under Chapter 4508 of the Revised Code, whereby the high school principal confirms that the pupil(s) could not enroll in a course of driver education in the regular high school program due to scheduling difficulties, or because the course was not available, pursuant to paragraph (A) above, or the student is employed or involved in a hardship pursuant to section 3301.17 of the Revised Code.

C. Public boards of education are responsible for providing a course of driver education to all resident youth through twenty-one years of age including, but not limited to, the following:

1. Those individuals twenty-one years of age who have graduated from high school and who could not enroll in driver education while in high school.

2. Those individuals who have dropped out of high school and could not enroll in driver education while in high school.

3. Those individuals who moved into Ohio from another state and have not completed an approved driver education course in another state.

4. Those individuals who are handicapped.

Public boards of education may employ a teacher to teach driver education in the nonpublic school as a full-time or part-time teacher. The public board of education may claim the nonpublic students for subsidy payment under section 3301.17 of the Revised Code. Nonpublic students enrolled in a course of driver education may be included in the average daily membership on form SF-2 for foundation calculation under section 3317.03 of the Revised Code.

3301-81-02 Length of course

A. Each board of education shall make the standard high school driver education course available to all eligible students and school-age youth which shall consist of a minimum of sixty hours. A request for an exception to this section may be approved by the Ohio department of education.

The courses shall be as follows:

1. The standard sixty-hour course shall include thirty-six hours of classroom instruction and twenty-four hours of laboratory instruction of which six hours shall be actual behind-the-wheel instruction.

2. The standard sixty-hour high school driver education course shall be a minimum of four weeks duration.

B. The following also applies to the instruction and laboratory phases of driver education:

1. When a multi-media programmed learning system is included as a phase of the standard sixty-hour driver education course, it shall replace no more than twenty hours of classroom instruction.

   Special permission for multi-media programs shall be secured from the Ohio department of education. When state-owned driving simulation and multi-media equipment is leased to a school district, it shall be used a minimum of four hours a day during the time school is in regular session.

2. When simulation is included as a phase of the standard sixty-hour driver education course, twelve hours of simulation may substitute for two hours of behind-the-wheel instruction, or observation time, or classroom instruction.

3. Multiple car off-street driving ranges may be used to substitute for a designated number of hours of behind-the-wheel instruction. The number of hours of substitution shall be determined by the Ohio department of education and shall depend upon the size and design of the range. Simulation and multi-media systems may be used in conjunction with driving range facilities. Written approval from the Ohio department of education shall be required for the district to establish and maintain a driving range.

   When multiple car off-street driving range facilities are provided by the Ohio department of education, they shall be used a minimum of four hours a day during the time school is in regular session.

4. A pupil may not be enrolled in more than four hours of in-car instruction of which no more than two hours are behind-the-wheel instruction during one calendar day.

5. At no time shall a driver education teacher or laboratory aide instructor conduct behind-the-wheel instruction with fewer than two students in the car.

3301-81-03 Course content

Course content shall include, but not be limited to, instruction and evaluation in the following areas:

A. Basic and advanced driving techniques including development of perceptual skills and interpretation of driving situations and techniques for handling emergencies.

B. Rules of the road and other federal, state and local motor vehicle laws and ordinances, including the current Ohio publications relative to traffic laws.

C. Critical vehicle systems and subsystems which require preventive maintenance.

D. The vehicle, highway and community features:

1. That aid the driver in avoiding crashes.

2. That protect the driver and passengers in crashes.

3. That aid in the prompt and proper care of the injured.

E. Signs, signals, highway markings and highway design features which require understanding for safe operation of motor vehicles.

F. Differences in the characteristics of urban, suburban and rural driving, including safe use of modern multilane expressways.

G. Pedestrian safety.

H. Bicycle, motorcycle, and other two-wheel vehicle safety.

I. School crossing, railroad crossing, and other critical areas.

J. School bus passenger safety.

K. Accident causation, analysis and reporting.

L. Attitudes and responsibilities which contribute to highway safety.

M. Alcohol and drugs and their relation to highway safety.

N. Vision, fatigue and other impairments relating to safe driving.

O. Sharing the roadway with school buses, trucks, slow moving and emergency vehicles.

P. Danger of objects being dropped from overhead passes.

Q. Recreational vehicles, all terrain vehicles and the towing of trailers.

R. Consumer economics: purchase, maintenance, and insurance of a vehicle.

S. Energy conservation information.

Textbooks shall be reviewed every five years for applicability to current driver education practices.

3301-81-04 Teacher and laboratory aide instructors

A. Classroom teacher qualifications. Teacher qualifications shall apply to all teachers providing classroom instruction under rule 3301-81-01 of the Administrative Code. These qualifications do not apply to courses operated under Chapter 4508 of the Revised Code or rule 3301-81-01 (D) (3) of the Administrative Code.

1. Teachers providing classroom simulation, multi-media and/or range instruction shall hold a provisional or higher grade certificate with driver education endorsed on the certificate. This certificate shall be issued by the division of teacher education and certification of the Ohio department of education pursuant to rule 3301-21-13 of the Administrative Code.

2. Each driver education teacher shall meet the following criteria:

   a. Have a minimum of five years driving experience,

   b. Hold a valid driver's license,

   c. Have no felony convictions,

   d. Have good physical health as evidenced by a health certificate signed by a doctor of medicine, licensed in the state of Ohio, upon the request of the board of education.

   e. Teachers seeking certification under this section shall present evidence of successful completion of six semester or nine quarter hours of college credit in driver and traffic safety education.

3. Teachers meeting the qualifications of (1) and (2) above are qualified to teach all phases of the driver education curriculum.

4. Substitute teachers for driver education must meet all qualifications of the regular certified driver education teacher as prescribed in rule 3301-81-04 (A) of the Administrative Code.

B. Laboratory aide instructor qualifications. In addition to the classroom driver education teacher, a board of education may employ laboratory aide instructors to teach the behind-the-wheel phase of driver education. The laboratory aide instructor shall meet the following criteria:

1. Have a high school diploma or a statement of high school equivalence issued by the division of guidance and testing, Ohio department of education,

2. Have a minimum of five years driving experience,

3. Hold a valid driver's license,

4. Have no felony convictions,

5. Have good physical health as evidenced by a health certificate signed by a doctor of medicine in the state of Ohio within six months of the time of application,

6. Complete a forty-hour driver education course prior to preemployment,

   This preemployment course shall be conducted by an educational institution approved by the driver education section, Ohio department of education, and shall include methods of behind-the-wheel instruction.

7. Complete eighty additional hours of inservice instruction during the first two years of employment, forty hours each year,

   The eighty hours of inservice instruction shall be conducted by an educational institution approved by the driver education section, Ohio department of education, and shall include methods of behind-the-wheel instruction.

8. Hold an educational aide permit, valid for one year, issued upon evidence of completion of the forty-hour inservice instruction requirement.

   Individuals meeting the above criteria will be issued an educational aide permit. This permit will be renewed upon written request from the superintendent of the district employing the laboratory aide instructor. The request shall include evidence of completion of the required additional inservice training. These permits will be issued by the division of teacher education and certification, Ohio department of education.

C. Section 4507.40 (J) and (K) of the Revised Code shall disqualify any driver education teacher or any laboratory aide instructor from teaching any phase of the course in driver education. In addition, prior to being judged qualified, and annually thereafter, the Ohio department of education shall supply the names of all driver education teachers to the motor vehicle licensing agency, and shall in return receive the driving record of each person for evaluation to help determine their suitability to continue to serve as teachers of driver education.

D. No person shall be permitted to teach any phase of driver education within two years from the date of a driving while intoxicated (DWI) conviction.

3301-81-05 Course credit

Driver and traffic safety education courses shall carry credit toward graduation when conducted entirely by the public or nonpublic school. Whether completed as a separate course or part of another course in a school for which the state board of education prescribes minimum standards, pupils shall be granted credit under the same standards that credit is granted for the satisfactory completion of any other course. Pupils completing driver training courses provided wholly or in part by commercial driver training schools shall not be granted credit within the number of units required for graduation.

Upon satisfactory completion of a driver education course in another school district, the pupil's record and course credit shall be transferred to the resident school district.

3301-81-06 Parental consent

No pupil shall be enrolled for the behind-the-wheel phase of a driver education course without the written consent of parent or guardian.

A. The parental consent shall state that the parent or guardian is knowledgeable of and consents to the student enrolling in a driver education course.

B. A temporary driving permit shall be in the possession of the pupil during behind-the-wheel instruction.

3301-81-07 Driver training vehicles

A. Cars provided for all behind-the-wheel instruction shall be in safe mechanical condition, equipped with dual controls, instructor's inside mirror, seat belts for all occupants, and outside rear view mirrors installed on the right and left sides of the vehicles.

B. All vehicles used for driver education shall be so marked with a rooftop sign visible at a distance of 300 feet.

C. All vehicles used for driver education shall be properly registered on an inventory form provided by the Ohio department of education.

D. Vehicles obtained or used in driver education shall be used exclusively for that purpose.

E. Public boards of education are authorized to pay a service or lease charge for driver education vehicles, in accordance with section 3313.201 of the Revised Code and report such charge on form SF-460.

3301-81-08 Tuition and fees

A. No public or nonpublic pupil shall be assessed a tuition charge at any time for enrolling in a course in driver education provided by the public school.

B. A nominal laboratory fee, not to exceed ten dollars, may be assessed for the standard sixty-hour course.

3301-81-09 Subsidy payment

No subsidy payment will be made to public boards of education prior to annual course approval and/or for failure to file designated forms on the dates established by the Ohio department of education.

Public schools will be subsidized an amount not to exceed fifty dollars or actual cost, whichever is less, for each student who completes the driver education course. Such funds shall be used solely for the purpose of promoting highway safety through driver education.

A. Two copies of all subsidy forms, as supplied by the Ohio department of education area coordinator's office, shall be filed in the Ohio department of education area coordinator's office on the required date in order for a school district to be eligible for subsidy payment.

B. Public boards of education may include the nonpublic pupils in the average daily membership on form SF-2 who are enrolled in a course of driver education during the first full week of October.

C. Districts may include teachers who are teaching driver education during the summer for purposes of extended service calculations.

D. Section 3301.17 of the Revised Code and the Ohio attorney general opinion No. 76-019 restricts payment of funds by a local board of education to a commercial driver training facility prior to the actual receipt of school funds from the Ohio department of education.

3301-81-10 Driver education certificate of completion

A. The high school driver education certificate of completion will be distributed to school districts from the Ohio department of education area coordinator's office.

B. All certificates shall be correctly completed and typed for acceptance by the Ohio highway patrol driver examiner.

C. The driver education certificate of completion shall not be duplicated. A copy of a certificate shall be invalid.

D. Replacement driver education certificates will be issued from the Ohio department of education area coordinator's office upon receipt of a replacement request for a lost driver education certificate.

The replacement request for a lost driver education certificate shall be verified by a school official, signed by the student and notarized.

E. Out-of-state transfer driver education certificates will be issued to the school district from the Ohio department of education area coordinator's office upon verification of a pupil's satisfactory completion of an approved driver education course in another state.

F. An out-of-state student shall furnish the receiving school district in Ohio a transcript or certification of completion, from the former school, which indicates successful completion of a driver education course in that state. The course must be approved by the department of public instruction in that state.

3301-81-11 Purchase of liability insurance

For purposes of driver education courses, a board of education of any school district may procure a policy or policies of insurance pursuant to section 3313.201 of the Revised Code.

3301-81-12 Driver education program approval

Driver education courses for which the state board of education prescribes minimum standards shall be evaluated and approved annually by the Ohio department of education, field service section. The accumulated information shall be forwarded to the National Highway Traffic Safety Administration as required by Highway Safety Program Standard 4 for driver education.

3301-81-13 Maximum consecutive hours to be spent in behind-the-wheel phase of instruction by the teacher

A teacher instructing the behind-the-wheel, on-street phase of a driver education course shall spend no more than four consecutive hours at a time teaching in the car. After a teacher has spent four consecutive hours engaged in behind-the-wheel instruction, a minimum period of one-half hour shall elapse before additional instruction is given.

3301-81-14 Approved time for driver and traffic safety education

Repealed.

3301-81-15 Applicability of driver education rules

These rules apply solely to pupils enrolled in driver education courses which are regulated and approved by the Ohio department of education. These rules do not pertain to adult education classes.

3301-81-16 Compliance

Any school district not complying with all sections of these standards shall not receive course approval for the driver education curriculum and shall not receive a driver education subsidy payment.

Sections of The Ohio Revised Code That Pertain to Driver Education

3301.07 Powers of state board

(E) Formulate and prescribe minimum standards for driver education courses conducted at high schools in the state or by county or joint vocational school district boards of education. In the formulation of standards for driver education courses, it shall call upon the director of highway safety for advice and assistance. The board shall require energy conservation information as part of the driver education curriculum. Such information shall include, but need not be limited to, the identification of inefficient driving techniques and improper maintenance as they relate to decreased gas mileage, information regarding the costs and benefits of different modes of travel, and information concerning relative fuel economy and life-cycle costs of new automobile purchases.

3301.17 Driver education courses; reimbursement for training

The department of education shall expend state funds to provide driver education courses to any child enrolled in a high school for which standards are prescribed by the state board of education.

Such driver education courses shall be provided in accordance with rules promulgated and enforced by the state board of education. The department of education shall contract for the use of public school and county board of education facilities to provide driver education courses where practicable, or such courses may be provided at facilities established and operated, under the supervision of transportation coordinators, by the department of education. Whether the department of education contracts to use public school or county board facilities or operates other facilities for driver education purposes, it shall expend an amount which shall not exceed fifty dollars times the number of pupils having enrolled in and completed the course.

A commercial driver training school licensed under Chapter 4508. of the Revised Code shall receive a subsidy for each school age child who successfully completes the training school's course and who was unable to enroll in a driver education course conducted by the county board of education or at high schools for which the state board of education prescribes minimum standards because such a course was not offered at the pupil's high school of attendance or by the county board of education or because the pupil could not, due to scheduling difficulties, avail himself of such a course during the semester or term of the pupil's sixteenth birthday or the immediately succeeding semester or term. For purposes of this section, a pupil shall be deemed to have scheduling difficulties if he is employed or engaged in traveling to or from his employment at the time the course is offered, or the principal of the pupil's high school of attendance determines that the pupil is involved in a hardship situation, or the principal of the pupil's high school of attendance determines that the driver education course conflicts with other courses which the pupil has scheduled at his high school. The inability of a pupil to avail himself of such a course or the unavailability of such a course shall be confirmed by a written statement to that effect on a form provided for the purpose by the state department of education and approved as to form by the auditor of state. The statement shall be signed by the principal of the pupil's high school and submitted by the pupil to the operator of the commercial training school prior to the time the pupil enrolls in the training course. Each operator seeking reimbursement under this section shall submit such statements to the board of education of the pupil's public school district of attendance. If the pupil attends a nonpublic school, the operator shall submit such statements to the public school board of education of the district in which the pupil's nonpublic school is located. No operator shall receive reimbursement for a pupil for whom he does not submit such a statement to the board of education as required by this section. A board of education shall pay to each such commercial driver training school out of funds paid to the district by the state board of education for the purpose an amount per student not to exceed the amount per student paid to public schools within the district under division (I) of section 3317.024 of the Revised Code.

Such funds shall be used solely for the purpose of promoting highway safety through driver education.

3313.201 Purchase of motor vehicle insurance

The board of education of each school district shall procure a policy or policies of insurance insuring officers, employees and pupils of the school district against liability on account of damage or injury to persons and property, including insurance on vehicles operated under a course in drivers education certified by the state department of education and including liability on account of death or accident by wrongful act, occasioned by the operation of a motor vehicle, motor vehicles with auxiliary equipment, or all self-propelling equipment or trailers owned or operated by the school district. Each board of education may supplement said policy or policies of insurance with collision, medical payments, comprehensive, and uninsured motorists insurance. Before procuring such insurance each board of education shall adopt a resolution setting

forth the amount of insurance to be purchased, the necessity thereof, together with a statement of the estimated premium cost thereon. The premiums for such insurance shall be paid out of the general fund. Insurance procured pursuant to this section shall be from one or more recognized insurance companies authorized to do business in this state.

3313.37 Acquisition of real estate and buildings or other facilities; methods available

(A) The board of education of any school district, except a county school district, may build, enlarge, repair, and furnish the necessary schoolhouses, purchase or lease sites therefor, or rights of way thereto, or purchase or lease real estate to be used as playgrounds for children or rent suitable schoolrooms, either within or without the district, and provide the necessary apparatus and make all other necessary provisions for the schools under its control. The board of education of any county school district may build, enlarge, repair, and furnish the necessary facilities for conducting special education programs and driver education courses, purchase or lease sites therefor, or rights of way thereto, or purchase or lease real estate or rent suitable facilities to be used for such purposes and provide the necessary apparatus and make all other necessary provisions for such facilities as are under its control.

3313.641 Summer schools, adult classes, and post-graduate instruction

Notwithstanding the provisions of sections 3313.48 and 3313.64 of the Revised Code, the board of education of a city, exempted village, or local school district may organize and operate a summer school, an evening or day school for adults and out-of-school youth, or technical school or institute for instruction beyond the high school, offer driver education courses as a part of the regular curriculum of the school district in conformity with section 4508.07 of the Revised Code, or offer postgraduate work in any course of instruction to pupils who have completed the twelfth grade, which may be open to any pupil irrespective of his age upon such terms and upon payment of such terms and upon payment of such tuition as the board prescribes. Courses of instruction in basic literacy may be offered with or without tuition, as the board determines.

3315.091 Contract to provide driver education

The boards of education of any city, exempted village, local, county, or joint vocational school districts may enter into a contract for a term not exceeding one year, upon such terms as each board deems expedient, with each other, or with a driver training school licensed under section 4508.03 of the Revised Code, for the purpose of providing instruction in driver education under section 3301.17 of the Revised Code. Driver training schools contracting with any high school in the state for the purpose of providing driver education shall meet course content standards of the state board of education adopted pursuant to section 3301.07 of the Revised Code.

3317.01 School foundation program; eligibility; administration of funds

Chapter 3317. of the Revised Code shall be administered by the state board of education, with the approval of the controlling board. The superintendent of public instruction shall calculate the amounts payable to each district and to each institution of higher education as provided in division (R) of section 3317.024 of the Revised Code, and shall certify the amounts payable to each eligible district to the clerk of the district as provided by this chapter.

The state board of education shall, in accordance with appropriations made by the general assembly, meet the financial obligations of this chapter, except that sufficient moneys to meet the financial obligations of section 3301.17 of the Revised Code shall be supported from funds available to the state from the United States or any agency or department thereof for a driver education course of instruction and from the driver education fund established in section 4501.07 of the Revised Code.

Moneys distributed pursuant to this chapter shall be calculated and paid on a fiscal year basis, beginning with the first day of July and extending through the thirtieth day of June. The moneys appropriated for each fiscal year shall be distributed monthly to each city, exempted village, local, and joint vocational education school district unless otherwise provided for. If moneys appropriated for each fiscal year are distributed other than monthly, such distribution shall be on the same basis for each city, exempted village, local, and joint vocational school district.

The amounts paid each month shall constitute, as nearly as possible, one-twelfth of the total amount payable for the entire year. Payments made during the first six months of the fiscal year may be based on an estimate of the amounts payable for the entire year. Payments made in the last six months shall be based on the final calculation of the amounts payable to each school district for that fiscal year. Payments made in the last six months may be adjusted, if necessary, to correct the amounts distributed in the first six months, and to reflect enrollment increases when such are at least three per cent. Except as otherwise provided, payments under this chapter shall be made only to those school districts in which:

(A) The district levies for current operating expenses at least twenty mills. Levies for joint vocational school districts, limited to or to the extent apportioned to current expenses, may be included in this qualification requirement.

(B) The school year next preceding the fiscal year for which such payments are authorized meets the requirement of section 3313.48, 3313.481, 3313.482, 3313.484, or 3313.485 of the Revised Code, with regard to the minimum number of days or hours school must be open for instruction with pupils in attendance, for individualized parent-teacher conference and reporting periods, and for professional meetings of teachers. This requirement shall be waived by the superintendent of public instruction if it had been necessary for a school to be closed because of disease epidemic, hazardous weather conditions, damage to a school building, or other temporary circumstances due to utility failure rendering the school building unfit for school use, provided that for those districts operating pursuant to section 3313.48 of the Revised Code the number of days the school was actually open for instruction with pupils in attendance and for individualized parent-teacher conference and reporting periods is not less than one hundred seventy-five, or for those districts operating on a trimester plan the number of days the school was actually open for instruction with pupils in attendance not less than seventy-nine days in any trimester, for those districts operating on a quarterly plan the number of days the school was actually open for instruction with pupils in attendance not less than fifty-nine days in any quarter, or for those districts operating on a pentamester plan the number of days the school was actually open for instruc tion with pupils in attendance not less than forty-four days in any pentamester.

The superintendent of public instruction shall waive the requirements of this section with reference to the minimum number of days or hours school must be in session with pupils in attendance for the school year succeeding the school year in which a board of education initiates a plan of operation pursuant to section 3313.481, 3313.482, 3313.484, or 3313.485 of the Revised Code. The minimum requirements of this section shall again be applicable to such a district beginning with the school year commencing the second July succeeding the initiation of one such plan, and for each school year thereafter.

(C) The district has on file, and is paying in accordance with, a teachers' salary schedule which complies with section 3317.13 of the Revised Code.

Unless otherwise specified, "school district," for the purposes of this chapter means city, exempted village, and local school district.

A board of education which has not conformed with the law and the rules pursuant thereto, shall not participate in the distribution of funds, authorized by sections 3317.022 to 3317.025 and 3317.16 of the Revised Code, except for good and sufficient reason established to the satisfaction of the state board of education and the state controlling board.

All funds allocated to school districts under this chapter, except those specifically allocated for other purposes, shall be used to pay current operating expenses only.

3317.024 Distribution of moneys appropriated for specific programs

To school districts meeting the requirements of section 3317.01 of the Revised Code, and in the case of division (I) of this section, to county and joint vocational school districts, and, in the case of divisions (N) and (O) of this section, to institutions providing special education programs under section 3323.091 of the Revised Code which are under the supervision of the division of special education of the state department of education and meet such standards and rules for such programs as are established by the state board of education including certification of all professional staff involved in such programs, in addition to the moneys paid to eligible school districts pursuant to section 3317.022 or 3317.11 of the Revised Code, there shall be distributed monthly, quarterly, or annually as may be determined by the state board of education, moneys appropriated for the following education programs:

(I) Notwithstanding section 3317.01 of the Revised Code, to each city, local, and exempted village school district, an amount pursuant to section 3301.17 of the Revised Code for conducting driver education courses at high schools for which the state board of education prescribes minimum standards and to county and joint vocational school districts, an amount pursuant to such section for conducting driver education courses to pupils enrolled in a high school for which the state board prescribes minimum standards:

3317.11 Certification of county board of education annual budget; state reimbursements

. . . A county board of education may conduct driver education for pupils enrolled in a high school for which the state board of education prescribes minimum standards and is eligible for funding under division (I) of section 3317.024 of the Revised Code.

4501.07 Driver education fund

There is hereby created in the state treasury a fund to be known as the "driver education fund," to consist of the fees designated in section 4507.23 of the Revised Code, unless otherwise provided by law, which shall be used, subject to appropriation by the general assembly, to pay part or all of the costs of conducting driver education courses at high schools for which the state board of education prescribes minimum standards pursuant to sections 3301.07 and 3301.17 of the Revised Code and to pay all or part of the costs of such programs at commercial driver training schools as provided in section 3301.17 of the Revised Code.

The annual cost of conducting driver education courses, including administration and supervision, shall be appropriated to the department of education from the general revenue fund and reimbursed to the general revenue fund as provided in this section.

The state board of education shall estimate the cost of conducting driver education courses for each fiscal year beginning July 1, not to exceed the amount appropriated by the general assembly for such purpose, including any lawful transfers thereto, and shall certify such amount to the auditor of state and the department of highway safety. Beginning July 1 of each year, the auditor of state shall transfer the amount certified from the driver education fund to the general revenue fund in approximately equal monthly payments not exceeding twelve in number. In the event that the cash balance in the driver education fund is insufficient at any time to provide for a full monthly transfer the actual cash balance shall be transferred and the remaining amount shall be included in the transfer of the following month, if such month is within the same fiscal year. If such month is within the succeeding fiscal year no adjustment shall be made except as provided in this section.

In July of each year, the state board of education shall certify the actual costs of conducting driver education courses for the preceding fiscal year ending June 30, to the auditor of state and the department of highway safety. If the actual costs are less than the transfers made for such year, exclusive of any adjustments applicable to the next preceding fiscal year, the first transfers for the then current fiscal year shall be reduced by the amount of the excess.

4503.30 Display of placards issued to manufacturers or dealers

Any placards issued by the registrar of motor vehicles and bearing the distinctive number assigned to a manufacturer, dealer, or distributor pursuant to section 4503.27 of the Revised Code may be displayed on any motor vehicle, other than commercial cars, owned by the manufacturer, dealer, or distributor, or lawfully in the possession or control of the manufacturer, his agent, or employee, the dealer, his agent, or employee, the distributor, his agent, or employee, and shall be displayed on no other motor vehicle. Such placards may be displayed on commercial cars only when such cars are in transit from a manufacturer to a dealer, from a distributor to a dealer or distributor, or from a dealer to a purchaser, or when such cars are being demonstrated for sale or lease, and shall not be displayed when such cars are being used for delivery, hauling, transporting, or other commercial purpose.

4507.21 Application for and issuance of license

Each applicant for an operator's or chauffeur's license shall file an application in the office of the registrar of motor vehicles or of a deputy registrar. Each person under eighteen years of age applying for an operator's license issued in this state shall, after July 1, 1969, present satisfactory evidence of having successfully completed a driver education course approved by the state department of education or a driver training course approved by the director of highway safety. If the registrar or such deputy registrar determines that the applicant is entitled to such license, the same shall be issued. If the application shows that the applicant's license has been previously revoked or suspended, said deputy registrar shall forward such application to the registrar, who shall determine whether said license shall be granted. All applications shall be filed in duplicate, and the deputy registrar issuing such license shall immediately forward to the office of the registrar the original copy of such application, together with the duplicate copy of the certificate, if issued. The registrar shall prescribe regulations as to the manner in which the deputy registrar files and maintains the

applications and other records. The registrar shall file every application for such license and index the same by name and number, and shall maintain a suitable record of all licenses issued, of all convictions and bond forfeitures, of all applications for licenses denied, and of all licenses which have been suspended or revoked.

4507.23 License fees

Each application for a temporary instruction permit and examination shall be accompanied by a fee of three dollars.

Each application for an operator's or chauffeur's license made by a person who previously held such a license and whose license has expired not more than two years prior to the date of application, and who is required under this chapter to give an actual demonstration of his ability to drive shall be accompanied by a fee of three dollars in addition to any other fees.

Each application for an operator's or chauffeur's license, or motorcycle operator's endorsement, or renewal of an operator's or chauffeur's license shall be accompanied by a fee of four dollars, except that each application made after December 31, 1971, for a license which shall expire in the fourth year after the date it is issued shall be accompanied by a fee of five dollars. Each application for a duplicate operator's or chauffeur's license shall be accompanied by a fee of two dollars.

Each application for a motorized bicycle license or duplicate thereof shall be acco .panied by a fee of one dollar and fifty cents.

On Monday of each week the deputy registrar shall transmit the fees collected, at the time and in the manner provided by section 4503.10 of the Revised Code, to the registrar of motor vehicles, who shall pay two dollars and fifty cents of each temporary instruction permit and examination fee, two dollars and seventy-five cents of each operator's or chauffeur's license fee, each operator's or chauffeur's license renewal fee, and each motorcycle operator's endorsement collected at five dollars, three dollars and fifty cents of each operator's or chauffeur's license fee, each operator's or chauffeur's license renewal fee, and each motorcycle operator's endorsement collected at five dollars, and seventy-five cents of each duplicate operator's or chauffeur's license fee into the "driver education fund" established by section 4501.07 of the Revised Code and all other fees, or parts thereof, provided for in this section, into the state highway safety fund established in section 4501.06 of the Revised Code.

4508.07 Exemptions

Sections 4508.01 to 4508.06, inclusive, of the Revised Code, do not apply to any person giving driver training lessons without charge, to employers maintaining driver training schools without charge for their employees only, nor to schools or classes conducted by colleges, universities and high schools for regularly enrolled full time students as a part of a normal program for such institutions.

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Appendix A. Forms

Form SF-400
8/78

OHIO DEPARTMENT OF EDUCATION
Division of School Finance

Area Number _____

REQUEST FOR DRIVER EDUCATION PROGRAM APPROVAL
Fiscal Year 19___ - 19 ___

SCHOOL DISTRICT _____ O.D.E. CODE NUMBER _____

COUNTY _____

3301-81-12 - Driver Education courses for which the State Board of Education prescribes minimum standards shall be evaluated and approved annually by the Ohio Department of Education.

SF-400 is for the purpose of requesting approval to conduct a driver education program. The original and two copies of SF-400 shall be filed with the Area Coordinator's Office, Ohio Department of Education, by June 15.

Section I - Contract with another public school district ☐ Yes ☐ No

I hereby request approval to provide driver education through a contract with another school district (listed below) as provided in 3301-81-01(D) (2).

_____ School District _____ County

Section II - Contract with a commercial driver training school ☐ Yes ☐ No

I hereby request approval to provide driver education through a contract with a commercial driver training school (listed below) as provided in 3301-81-01(D) (3).

_____ Name of Commercial School _____ Address

Section III - Standard Driver Education ☐ Yes ☐ No

I hereby request approval to provide a standard driver education course in schools of this district for which the State Board of Education prescribes minimum standards as stated in the State Board of Education Standards 3301-81-01 through 09, inclusive.

Section IV - Certification

I hereby certify that the Driver Education Curriculum provided in schools of this district is in compliance with State Board of Education Standards for Driver Education 3301-81-01 through 3301-81-16.

_____ Date _____ Treasurer

_____ Date _____ Local, Exempted Village or City Superintendent

_____ Date _____ County Superintendent

Section V - Driver Education Program Approval

The Driver Education program conducted by the above named school district is approved for the fiscal year beginning July 1, 19___ and ending June 30, 19___.

_____ Date _____ Official, Ohio Department of Education

SF-400 SUPPLEMENT
8/78

OHIO DEPARTMENT OF EDUCATION
DIVISION OF SCHOOL FINANCE

00-0000-0
COORD NO: 00

REPORT OF DRIVER EDUCATION PERSONNEL

FISCAL YEAR 19___-19___

School District:
County:

SF-400 SUPPLEMENT is for the purpose of reporting driver education personnel.

SF-400 SUPPLEMENT, original and one copy, shall be filed with the area coordinator by September 30

I. CERTIFICATED DRIVER EDUCATION PERSONNEL

	NAME	SOCIAL SECURITY NUMBER
1.	John Doe	000-00-0000
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		

INSTRUCTIONS FOR PREPARING SF-400 SUPPLEMENT

1. CORRECTIONS - If preprinted data is incorrect, (spelling of name or incorrect social security number), please make corrections below the name or SS-number.

2. PERSONNEL NEW TO THE DRIVER EDUCATION PROGRAM TO YOUR DISTRICT - Names not preprinted, but employed by the district and teaching driver education are to be added.

3. PERSONNEL WHO HAVE LEFT THE DISTRICT - Driver education personnel no longer employed by the school district should be deleted from the SF-400s, by typing a continuous line through name and social security number.

I hereby certify the accuracy of the data appearing on this form.

Signature of Treasurer Date

Signature of Local Superintendent Date

Signature of City, Ex. Vil., or County Superintendent Date

SF-410
Rev. 6/79

Area_____

(see instructions
for completion)

OHIO DEPARTMENT OF EDUCATION
DIVISION OF SCHOOL FINANCE

FORM SF-410
REQUEST FOR DRIVER EDUCATION SUBSIDY
Fiscal Year 19__-__

SCHOOL DISTRICT_____ ODE CODE NUMBER_____

COUNTY_____ DATE _____

SECTION A - FILING

REIMBURSEMENTS WILL BE MADE MONTHLY BASED UPON FORM(S) SF-410 AND SF-410 SUPPLEMENT(S) FILED IN THE OHIO DEPARTMENT OF EDUCATION AREA COORDINATOR'S OFFICE BY THE TENTH (10th) OF ANY MONTH. SCHOOL DISTRICTS MAY FILE REIMBURSEMENT FORMS AT ANY TIME A STUDENT(S) COMPLETES A COURSE.

SECTION B - STANDARD SCHOOL PROGRAM

Number of pupils who have completed the standard school program provided by the district pursuant to Section 3301.17 ORC and Section 3301-81-02 thru 09 State Board Standards. (Or a contract with another school district as provided in State Board Standards Section 3301-01-8(D) (2)).

(1) Public _____
(2) Non-Public_____
(3) Total _____

SECTION C - COMMERCIAL SCHOOL BY LETTER

Number of pupils who have completed the course that were released to commercial schools by letter from high school principal pursuant to Section 3301.17 ORC and Section 3301-81-01 (D) (6) State Board Standards.

(1) Public _____
(2) Non-Public_____
(3) Total _____

SECTION D - COMMERCIAL SCHOOL BY CONTRACT

Number of pupils who have completed the high school course which was provided, totally or in part, by contract with a commercial school (State Board Standards Section 3301-81-01 (D) (2)).

(1) Public _____
(2) Non-Public_____
(3) Total _____

SECTION E - TOTAL OF ALL PUPILS

(Sections B, C, D) TOTAL_____

SECTION F - SIGNATURES

_____ _____
Date Treasurer

_____ _____ _____ _____
Date County Superintendent Date Local, Ex. Village, City Superintendent

INSTRUCTIONS FOR FORM SF-410
REQUEST FOR DRIVER EDUCATION SUBSIDY

PURPOSE: The Form SF-410 is for the use of each city, exempted village, and local school district in reporting the number of pupils who have completed a driver education course.

PREPARATION: The form shall be typewritten, dated and signed.

FILING PROCEDURE: Two (2) copies of SF-410 shall be filed in the Area Coordinator's Office as applicable.

PREPARATION OF SF-410

Header Information - Complete all header information.

A. FILING - Reimbursements will be made monthly based upon Form SF-410 and SF-410 Supplement filed in the Ohio Department of Education Area Coordinator's Office by the tenth (10th) of any month. School districts may file reimbursement forms at any time a student(s) completes a course.

B. STANDARD SCHOOL PROGRAM

1. Insert the number of public pupils who have completed the standard school program.
2. Insert the number of non-public pupils who have completed the standard school program.
3. Total pupils in 1 and 2.

C. COMMERCIAL SCHOOL B LETTER

1. Insert the number of public school pupils who have completed the course and who were released to commercial schools by letter from the high school principal.
2. Insert the number of non-public school pupils who have completed the course and who were released to commercial schools by letter from the high school principal.
3. Total pupils in 1 and 2.

D. COMMERCIAL SCHOOL BY CONTRACT

1. Insert the number of public school pupils who have completed a high school course which was provided, totally or in part, by a contract with a commercial driver training school.

2. Insert the number of non-public school pupils who have completed a high school course which was provided, totally or in part, by a contract with a commercial driver training school.

3. Total pupils in 1 and 2.

E. TOTAL ALL PUPILS IN ITEMS B-C-D

F. AFFIX SIGNATURES AND DATE ON APPROPRIATE SPACES

SF-410 Supplement
Rev. 6/79
(See instructions
for completion)

Area _____

OHIO DEPARTMENT OF EDUCATION
DIVISION OF SCHOOL FINANCE
DRIVER EDUCATION SECTION

DRIVER EDUCATION CERTIFICATES ISSUED

SCHOOL DISTRICT _____ ODE CODE NUMBER _____

HIGH SCHOOL _____ DATE _____

Please type and list serial numbers in consecutive order.

If a pupil fails, but completes the course, the pupil may be counted for subsidy, but is not eligible to be issued a driver education certificate. DO NOT include pupils issued out-of-state transfer certificates.

Insert number of Special Pupils on this page. Insert "O" if none completed ☐

A	B	C	D	E	F	G	H	I	J
LAST FIRST MIDDLE INITIAL	Serial No. of Certificate	Date of Birth	Social Security Number	Public	Nonpublic	Commercial by Contract	Commerical by Letter	Passed	Failed
1.									
2.									
3.									
4.									
5.									
6.									
7.									
8.									
9.									
10.									
11.									
12.									
13.									
14.									
15.									
16.									
17.									
18.									
19.									
20.									
21.									
22.									
23.									
24.									
25.									
			TOTAL						

Rev.

INSTRUCTIONS FOR COMPLETING FORM SF-410 SUPPLEMENT DRIVER EDUCATION CERTIFICATES ISSUED

PURPOSE — Form SF-410 Supplement is for the use of each city, exempted village, and local school district, listing by name, social security number, certificate number, etc., those students who have completed a driver education course.

PREPARATION — All items shall be typewritten.

FILING PROCEDURE — Two copies of the SF-410 Supplement shall be filed in the Area Coordinator's Office with Form SF-410 as applicable.

Reimbursements will be made monthly based upon Form SF-410 and SF-410 Supplement filed in the Ohio Department of Education Area Coordinator's Office by the tenth (10th) of *any* month. School districts may file reimbursement forms at any time a student(s) completes a course.

PREPARATION OF SF-410 SUPPLEMENT:

HEADER INFORMATION

1. Insert Area Coordinator Number.
2. Insert number of Special Pupils on each page, if no Special Pupils reported, place a zero in the box.

   The number of pupils and non-public pupils that are assigned to Special Education classes as designated in H.B. 455 and pursuant to C.R.C. 3323.011 and complete an approved driver education course are to be indicated on Form SF-410 Supplement.

3. Complete school district's name and O.D.E. number as stated above.
4. Insert the name of high school.
5. Insert the date filed.

COLUMN A - NAME OF PUPILS

Insert last name, first name, and middle initial as it appears on the temporary instruction permit and the driver education examination certificate of completion.

COLUMN B - SERIAL NUMBER OF CERTIFICATE

1. Insert serial number of the driver education certificate as it appears on the certificate (Regular school program and Commercial by Contract).
2. Commercial by letter serial numbers—refer to the Form SF-470.

COLUMN C - DATE OF BIRTH

Insert date of birth - Month, Day, Year (example: 6/30/77)

COLUMN D - SOCIAL SECURITY NUMBER

Insert social security number if available. If not available insert N/A.

COLUMN E - PUBLIC PUPILS

Indicate by "X" if public school pupil.

COLUMN F - NON-PUBLIC PUPILS

Indicate by "X" if non-public school pupil.

COLUMN G - COMMERCIAL BY CONTRACT

Indicate by "X" if any part of the course was taught by a commercial school under contractual agreement with the public school.

COLUMN H - COMMERCIAL BY LETTER FROM HIGH SCHOOL PRINCIPAL

Indicate by "X" if the pupil completed a commercial driver training school's course via letter from high school principal. (Form SF-470)

NOTE: For pupils over the age of eighteen, no numbered certificate will be issued by the Commercial Driver Training School via Principal's letter (SF-470). In Column B, record "Over 18" in the space provided for the "Serial No. of Certificate."

COLUMN I - PASSED

Indicate by "X" if pupil passed the driver education course.

COLUMN J - FAILED

Indicate by "X" if pupil failed the driver education course.

Form SF-460
8/78

OHIO DEPARTMENT OF EDUCATION
DIVISION OF SCHOOL FINANCE

Area Number

REPORT OF DRIVER EDUCATION ANNUAL PROGRAM COSTS
Fiscal Year 19___ - 19___

School District | County | O.D.E. Code Number

SECTION A BOARD-OPERATED PROGRAM

1. Personnel	a. Teachers providing direct instruction	a. $
	b. Supervisors and clerical aide	b.
2. Automobile	a. Lease and/or Depreciation	a. $
	b. Special Equipment	b.
	c. Insurance	c.
	d. Repairs	d.
	e. Maintenance	e.
	f. Storage	f.
3. Simulator and Multi-Media Systems	a. Lease and/or Depreciation	a. $
	b. Insurance	b.
	c. Moving	c.
	d. Maintenance	d.
4. Driving Range	a. Maintenance and Equipment	a. $
5. Classroom Equipment & Supplies	a. Audio-Visual	a. $
	b. Texts	b.
	c. Other	c.
6. Miscellaneous	a. Meetings and Seminars	a. $
	b. Pupil Transportation	b.

SECTION A TOTAL $

SECTION B PUBLIC SCHOOL CONTRACT WITH ANOTHER PUBLIC SCHOOL
SECTION B TOTAL $

SECTION C CONTRACT WITH A COMMERCIAL DRIVER TRAINING SCHOOL (NOT BY PRINCIPAL'S LETTER)
SECTION C TOTAL $

SECTION D TOTAL DISTRICT COST FOR PUPIL DRIVER EDUCATION
SECTIONS A, B, and C TOTAL $

SECTION E DEDUCTIONS

1. Deduction(s)	a. Amount received from pupil driver education laboratory fees.	a. $
	b. Amount received from other school districts for providing driver education.	b.

SECTION E TOTAL $

SECTION F ADJUSTED DISTRICT PUPIL DRIVER EDUCATION COST

1. Total District Cost	- Section D Total	+ $
2. Total Deductions	- Section E Total	-

ADJUSTED DISTRICT COST — SECTION F TOTAL $

I certify the data appearing in this report to be accurate.

Treasurer — Date

Local, Ex. Village, or City Supt. — Date

County Superintendent — Date

DEPARTMENT USE ONLY		
		Cost/Pupil
Sect. F Total	$	
All SF-410 B & D Totals	No.	

INSTRUCTIONS FOR PREPARING SF-460
Report of Driver Education Annual Program Costs

PURPOSE:
Form SF-460 is for the use of each city, exempted village, and local school district in reporting direct and identifiable driver education program costs for all courses ending during the fiscal year (July 1 - June 30).

PREPARATION:
1. Form SF-460 shall be typewritten.
2. Expenditure figures are to be **carried two decimal places.**

FILING PROCEDURES:
Two copies of Form SF-460 shall be filed with the Area Coordinator by July 31 of each fiscal year.

IDENTIFICATION:
The name of the district and county shall be inserted in the space provided at the top of Form SF-460. Insert the fiscal year for which program costs are being reported, O.D.E. Code Number, and Area Number.

SECTION A BOARD OPERATED PROGRAM (3301-81-01 through 3301-81-16)

Personnel: Do not include amounts paid for supplemental duties other than driver education. **Do not** include amounts for superintendents, principals, supervisors, or other personnel who have general school responsibilities. Amounts paid to personnel who work part-time in driver education must be pro-rated for the percent of time spent in driver education.

a. **Costs for all teachers and substitute teachers providing direct instruction in the driver education program.**
b. Costs for supervisors and clerical aides who have direct responsibilities in the driver education program.

Automobile:
a. Costs for leasing automobiles and/or an amount for depreciation of driver education cars owned by the school district.
   NOTE: Depreciation is limited to twenty percent of the original purchase price per year for a period of 5 years.
b. Cost of special equipment in or on the automobile needed for driver education purposes. (Cost for the purchase of signs, dual control equipment, equipment to be used by special pupils (H.B. 455), and cost for installation or removal of the above equipment.)
c. Cost of insurance for driver education automobiles.
d. Amount paid for parts and labor to repair driver education automobiles. **Do not** include costs which were paid through insurance claims, except those deductible amounts paid by the Board of Education.
e. Costs for general automobile maintenance; gas, oil, lubrication, washing, etc.
f. Cost of renting or leasing facilities for storing driver education cars. **Do not** include cost for facilities owned by the Board of Education.

Simulator and/or Multimedia Systems:

a. Cost for leasing simulators and/or an amount for depreciation of board-owned simulators. Depreciating of simulators is limited to ten percent per year of the original purchase price for a period of ten years.
b. Cost of insurance on driving simulators. **Do not** include such costs if they are part of a general insurance policy covering buildings and equipment.
c. Amounts paid for moving a simulator.
d. Amounts paid for contracted maintenance and repairs of simulators, and/or multimedia systems.

Driving Range:

a. Costs of maintenance and repair of driving range. Include costs of repainting lines, resurfacing, snow removal, etc. Other range costs such as lighting, if used for night classes. **Do not** include any amounts for construction or depreciation of the driving range.

Classroom Equipment and Supplies:

a. Amounts paid for purchase and repair of audio-visual equipment used exclusively in the driver education program.
b. Costs for textbooks used in the driver education program. The cost for general replacement of **all** driver education textbooks in one year must be pro-rated over a five year period. The actual cost of replacing worn-out, lost, or additional texts may be claimed annually.
c. Costs of psycho-physical tests used exclusively for driver education. Costs for other equipment and supplies used exclusively for driver education.

Miscellaneous:

a. Amounts paid for teachers and supervisors attending meetings and seminars.
b. Cost of transporting pupils to and from special sites used for driver education instruction.

Section A Total: Enter the sum of Section A costs.

SECTION B PUBLIC SCHOOL CONTRACT WITH ANOTHER PUBLIC SCHOOL (3301-81-01 (D) (2)

Section B Total: Amount paid to other public school districts for providing driver education services.

SECTION C CONTRACT WITH A COMMERCIAL DRIVER TRAINING SCHOOL (NOT BY PRINCIPAL'S LETTER) (3301-81-01 (D) (3)

Section C Total: Amount paid to commercial driver training schools under contract with the Board of Education.

SECTION D TOTAL DISTRICT COSTS FOR PUPIL DRIVER EDUCATION

Sections A, B, and C Total: Enter sum of Sections A, B, and C.

SECTION E DEDUCTIONS

a. Amount received from pupil driver education laboratory fees.
b. Amount received from other public school districts for providing pupil driver education.

Section E Total: Sum of (a) and (b) above.

SECTION F ADJUSTED DISTRICT PUPIL DRIVER EDUCATION COST

a. Enter SECTION D TOTAL.
b. Enter SECTION E TOTAL.

Section F Total: Subtract Section E Total from Section D Total to obtain **ADJUSTED DISTRICT COST.**

Affix signatures and dates as requested.

FORM SF-470 OHIO DEPARTMENT OF EDUCATION Revised 8/18/75
DIVISION OF SCHOOL FINANCE

Principal's Statement Authorizing Enrollment In Licensed Commercial Driver Training Schools and Commercial School's Request for Payment

This will certify that _____ was unable to enroll in a Driver Education Course at the Public/Non-Public High School specified below, due to scheduling difficulties or unavailability of the course, according to provisions of the Rules and Regulations for Driver Education Programs as adopted by the State Board of Education and Section 3301.17 of the Ohio Revised Code.

_____ _____
Social Security Number Date of Birth

_____ _____
( ) Public High School
( ) Non-Public High School Signature of High School Principal

_____ _____
Date Youth's Signature

To receive payment, in the case of a public school pupil, the commercial school shall submit this Form to the pupil's public school district; or to receive payment, in the case of a non-public pupil, the commercial school shall submit this Form to the public school district in which the non-public school is located.

_____
Public School Administrative Office Address

This Form shall be presented by the pupil to the commercial school operator prior to the time of enrollment.

* *

The above named pupil has successfully completed the driver training course at the _____ commercial school which is licensed under Chapter 4508 of the Revised Code.

_____
Address of Commercial School

_____ _____
Enrollment Date Completion Date

Serial Number of certificate issued by the commercial school _____

_____
Signature
Owner/Manager

The commercial school shall return this Form to the pupil's Public School Administrative Office Address, listed above, for subsidy payment.

APPROVED: Auditor of State, Bureau of Inspection and Supervision of Public Offices.

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STATE OF OHIO

MOTOR VEHICLE ACCIDENT REPORT

COMPLETE BOTH SIDES AND SIGN

PLEASE READ INSTRUCTIONS

PLEASE PRINT IN INK OR TYPE THIS REPORT

INSTRUCTIONS

1. Answer all questions to the best of your knowledge. If not known, mark "Unknown".
2. This report must be in our possession not later than thirty days from the date of accident.
3. IF YOU HAD LIABILITY INSURANCE IN FORCE AT THE TIME OF THIS ACCIDENT YOUR AGENT OR AN AUTHORIZED REPRESENTATIVE MUST COMPLETE AND SIGN PARAGRAPH (A) WHERE INDICATED.
4. If the other involved party is uninsured, and property damage claims have not been settled Paragraph (B) must be completed and signed by your garageman.
5. If you were injured and all claims have not been satisfied Paragraph (C) must be completed and signed by your doctor.

— IMPORTANT —

6. We are unable to process - Incomplete or Unsigned Reports - Please check thoroughly before mailing.

THANK YOU

LOCATION OF ACCIDENT | BMV use only

County | City

If accident occurred outside city limits, indicate approximate mileage from nearest city or village —

Approx. No. of Miles | E | W | N | S | of | Name of City or Village

Accident occurred on — Name of street or highway number

Check ✓ (At) ☐ or (near) ☐ intersecting street or highway

Number vehicles involved | Were police notified Yes ☐ No ☐

Date of Accident: Month | Day | Year | Day of Week (Saturday, Sunday, etc.) | Hour of Day | AM | PM | Light Conditions (Day, Night, dusk, dawn)

YOUR VEHICLE IS NO. 1		OTHER VEHICLE IS NO. 2	
Was this vehicle legally parked? (Yes or No)	BMV USE ONLY	Was this vehicle legally parked? (Yes or No)	BMV USE ONLY
Driver's Name ☐ Male ☐ Female		Driver's Name ☐ Male ☐ Female	
Street Address		Street Address	
City, State, Zip Code		City, State, Zip Code	
Driver's Birth Date: Mo. / Day / Yr. — Driver's Social Security No.		Driver's Birth Date: Mo. / Day / Yr. — Driver's Social Security No.	
Driver's License: State / Number	BMV USE ONLY	Driver's License: State / Number	BMV USE ONLY
Owner's Name — OWNER'S SOCIAL SECURITY NO.		Owner's Name — OWNER'S SOCIAL SECURITY NO.	
Street Address		Street Address	
City, State, Zip Code		City, State, Zip Code	
Vehicle: (Year) / (Make) / (Type - Sedan, Truck, Taxi, etc.)		Vehicle: (Year) / (Make) / (Type - Sedan, Truck, Taxi, etc.)	
License Plate: (Year) / (State) / (No.) / (Vehicle Serial No.)		License Plate: (Year) / (State) / (No.) / (Vehicle Serial No.)	
Parts of Vehicle Damaged: Front ☐ Rear ☐ Left ☐ Right ☐ — Cost Estimate To Repair — See Paragraph B on reverse side.		Parts of Vehicle Damaged: Front ☐ Rear ☐ Left ☐ Right ☐ — Cost Estimate To Repair $	

Damage to Property other than Vehicles (Name object, describe damage. Give name & address of owner) (Use separate sheet, if required) — Approx. Cost to Repair $

A CONSULT YOUR AGENT BEFORE FILLING IN THIS SECTION AS HE MUST SIGN INSURANCE INFORMATION

At the time of the Accident, was your vehicle covered by property damage and bodily injury liability insurance? Yes ( ) No ( ) — Ins. Policy No. — Effective Dates From To

Name and Address of Insurance Company — Name in which policy was issued

Signature of Insurance Agent or Authorized Insurance Co. Representative and his address — Date

SELF INSURED OR UNDER FLEET COVERAGE, ICC OR PUCO

Do you operate under Fleet Coverage (SR-22) on file with Registrar of Motor Vehicles? Yes ☐ No ☐ — Has Registrar issued a Certificate of Self-Ins.? Yes ☐ No ☐ Permit No. — Was your Vehicle operating under authority of PUCO or ICC? Yes ☐ No ☐ (If "Yes" enter Permit No.)

AFTER COMPLETING BOTH SIDES OF THIS FORM **SIGN YOUR NAME** — You Sign Here → Signature

MVOS-39
Rev. 10/76

(In compliance with Sections 4509.01 to 4509.77 Ohio Rev. Code)

NOW COMPLETE REVERSE SIDE

If the Damage to Your Vehicle Exceeded $150.00 and You Expect to Make a Claim Against an Uninsured Motorist, Have Your Garageman Complete This Block B and Sign.

B

We cannot evaluate for property damage unless this form is completed and signed.

PARTS COST $ _____

LABOR COST $ _____

TOTAL $ _____

In the event of total loss, give salvage value. $ _____

Name of Garage

Address City State Zip Code

Your garageman must sign here ➡ Signature

If You Were Injured and Expect to Make a Claim for This Injury Against an Uninsured Motorist, Have Your Doctor Complete Block C and Sign.

C

Name and address of injured party

Seat Belts Used: Yes / No

Name of employer

Salary per week $ Period of disability No. of Days Hospitalized

Describe injuries

We cannot evaluate for injuries unless this form is completed and signed.

Your doctor must sign here ➡ Signature

to verify medical information ONLY.

Address City State Zip Code

LIST ADDITIONAL VEHICLES INVOLVED

VEHICLE NO. 3 Was this vehicle legally parked? (Yes or No) BMV USE ONLY

Driver's Name ☐ Male ☐ Female

Street Address

City, State, Zip Code

Driver's Birth Date Mo. Day Yr. Driver's Social Security No.

Driver's License State Number BMV USE ONLY

Owner's Name OWNER'S SOCIAL SECURITY NO.

Street Address D.O.B.

City, State, Zip Code

Vehicle (Year) (Make) (Type: Sedan, Truck, Taxi, etc.)

License Plate (Year) (State) (No.) (Vehicle Serial No.)

Parts of Vehicle Damaged: Front ☐ Rear ☐ Left ☐ Right ☐ Cost Estimate To Repair $

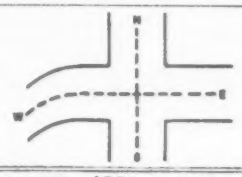
IF ADDITIONAL VEHICLES INVOLVED — USE SECOND SHEET

LIST ADDITIONAL INJURIES OR DEATHS

Complete each item for persons listed below	Seat Belts Used	In Car No.	Age	Sex M-F	K — Killed I — Injured	Check One
(Name)	Yes					Pedestrian ☐
(Street Address)	No					Driver ☐
(City, State, Zip Code)						Passenger ☐
(Name)	Yes					Pedestrian ☐
(Street Address)	No					Driver ☐
(City, State, Zip Code)						Passenger ☐
(Name)	Yes					Pedestrian ☐
(Street Address)	No					Driver ☐
(City, State, Zip Code)						Passenger ☐

IF ADDITIONAL INJURED — USE A SECOND SHEET

ACCIDENT DESCRIPTION — Show in description and diagram direction and speed of each car, traffic controls, weather and road conditions and cause of accident.



COMPLETED REPORTS MUST BE SIGNED AND MAILED TO BUREAU OF MOTOR VEHICLES, P. O. BOX 1199, COLUMBUS, OHIO 43216 ATTN: MVOS

(In compliance with Sections 4509.01 to 4509.77 Ohio Rev. Code)

Appendix B. Traffic Safety Education Resources

Textbooks

Aaron, James E. and Strasser, Marland K. *Driving Task Instruction.* New York: Macmillan, 1974.

_____ *Driver and Traffic Safety Education.* New York: Macmillan, 1965.

American Automobile Association. *Sportsmanlike Driving.* Seventh edition. New York: McGraw-Hill, 1975.

Anderson, William C. *In-Car Instruction: Methods and Content.* Reading, Mass.: Addison-Wesley, 1968.

Bingham, M. P. *Safe Driving Is No Accident.* New York: Cambridge Book Company, 1975.

Bishop, Richard W.; Calvin, Robert M.; and McPherson, Kenard. *Driving: A Task-Analysis Approach.* Chicago: Rand McNally & Co., 1978.

Bishop, Richard W., et al. *A Resource Curriculum in Driver and Traffic Safety Education.* Third Edition. East Lansing, Michigan: Michigan State University Press, 1975 (also Second Edition, Washington, D.C.: Highway Users Federation for Safety and Mobility, 1972 and First Edition, Washington, D.C.: Automotive Safety Foundation, 1970).

Davis, J. H.; Maryott, D. W.; and Stiska, W. C. *In the Driver's Seat.* Boston: Houghton Mifflin Co., 1978.

Halsey, Maxwell; Kaywood, Richard; and Meyerhoff, Richard A. *Let's Drive Right.* Fifth Edition. Glenview, Illinois: Scott, Foresman and Co., 1972.

Johnson, D. R. and Pawlowski, J. G. *Tomorrow's Drivers.* Chicago: Rand McNally & Co., 1974.

Kelley, Patrick. *Building Safe Driving Skills.* Belmont, California: Fearon Publishers, Inc., 1972.

National Safety Council. *Guide to Traffic Safety Literature: Articles, Pamphlets and Books.* Chicago: National Safety Council, Issued annually.

Stack, Herbert J. and Elkow, Duke. *Education for Safe Living.* New York: Prentice-Hall, Inc., 1966.

Stone, Alfred R. *Caution: Driving Ahead.* Austin, Texas: Steck-Vaughn Company, 1974.

Strasser, Marland K.; Eales, John R.; and Aaron, James E. *Driver Education: Learning to Drive Defensively.* Second Edition. River Forest, Ill.: Laidlaw Brothers, 1973.

Traffic Safety Periodicals and Newsletters

American Driver and Traffic Safety
Education Association
Dr. Richard Kaywood, Editor
2784 West Wilberta Lane
Anaheim, California 92804
Journal of Traffic Safety Education
(quarterly, $5.00 a year)

Bicycle Federation
P.O. Box 68
Silver Spring, Maryland 20907
Bicycle Forum (quarterly, $8.00 a year)

Chevrolet Motor Division
2-126 General Motors Building
Detroit, Michigan 48202
Driver Education Digest (quarterly, free)

Industrial Commission of Ohio
Division of Hygiene and Safety
2325 West 5th Avenue
Columbus, Ohio 43204
Monitor (monthly, free)

National Safety Council
444 North Michigan Avenue
Chicago, Illinois 60611
Family Safety (quarterly, $4.00 a year)
Journal of Safety Research (quarterly, $29.00 a year)
National Safety News (monthly, $12.75 a year)
The Driver Trainer Newsletter (monthly, $4.50 a year)
Traffic Safety (monthly, $9.40 a year)

Ohio Department of Highway Safety
240 South Parsons Avenue
Columbus, Ohio 43205
Ohio Traffic Record (monthly, free)

University of Michigan
Highway Safety Research Institute
Ann Arbor, Michigan 48109
The HSRI Research Review (bi-monthly, free)

University of North Carolina
Highway Safety Research Center
CTP 197-A
Chapel Hill, North Carolina 27514
Highway Safety Highlights (monthly, free)

U. S. Department of Transportation
M. M. Rone, Editor
5111 Nassif Building
Washington, D. C. 20590
National Traffic Safety Newsletter Editor:
(monthly, free)

Selected Resources

American Trucking Associations, Inc.
Public Relations Department
1616 P Street Northwest
Washington, D. C. 20036
Films, publications (fuel, energy, trucking industry)

The Driving Simulator Method
Highway Users Federation for
Safety and Mobility
Highway Safety Division
200 Ring Building
Washington, D. C. 20036

Horkheimer, Mary Foley and Diffor, John C.
Editors Guide to Free Films
Randolph, Wisconsin: Educators Progress Service, Inc., 1977 (A listing of free films available in a variety of subjects including traffic safety and driver education; an excellent resource)

Materials and Equipment

Bumpa-Tel, Inc.
P.O. Drawer A
Cape Girardeau, Missouri 62701
(1-800-325-8254)

Intext
Driver Testing Equipment Division
Dept. 80
925 Oak Street
Scranton, Pennsylvania 18515

Scheib Industries, Inc.
305 Hall Street
P.O. Box 244
Charlotte, Michigan 48813
(517-543-4105)

Audiovisuals

Free film sources (Conditions: pay cost of return postage and insurance, return immediately after use, reserve several months in advance.) Write for film lists.

AAA
Local affiliated clubs

Aetna Life and Casualty
Public Relations and
Advertising Department
Film Library
151 Farmington Avenue
Hartford, Connecticut 06156

Association Films, Inc.
11 19th Street
Arlington, Virginia 22209

Dow Chemical Company
Attn: Gary S. Bednarczyk
Audiovisual Department
2030 Dow Center
Midland, Michigan 48640

General Motors Corporation
Public Relations Film Library
1-101 General Motors Building
Detroit, Michigan 48202

Kentucky Department of
Public Information
Film Library
Capital Annex Building
Frankfort, Kentucky 40601

Klein Co., Ltd., Walter J.
Attn: Ms. Henny Brumberg
Director of Distribution
6301 Carmel Road
Charlotte, North Carolina 28211
"How To Squeeze More Miles from Your Car."

Modern Talking Picture Services, Inc.
2323 New Hyde Park Road
New Hyde Park, New York 11040

Motion Picture Services
P.O. Box 252
Lexington, New Jersey 07039

National Aeronautics and Space Administration
NASA Lewis Research Center
Office of Educational Services
21000 Brookpark Road
Cleveland, Ohio 44135

Ohio Department of Highway Safety
Film Library
240 Parsons Avenue
Columbus, Ohio 43205

United States Postal Service
Attn: Director of Communications and Public
Affairs
Main Post Office Building
Chicago, Illinois 60699

Other Audiovisual Sources (Films and filmstrips, rental or purchase)

Aims Instructional Media, Inc.
Charles Cahill and Associates, Inc.
626 Justin Avenue
Glendale, California 91201
(213) 240-9300
(213) 245-1861

Ford Motor Company
The American Road
Dearborn, Michigan 48121

Harvest Films, Inc.
309 Fifth Avenue
New York, New York 10016
(212) 684-7950

Jim Handy Organization
Film Distribution Department
2821 East Grand Boulevard
Detroit, Michigan 48211

National Audio/Visual Center
General Services Administration
Washington, D.C. 20409

Nationwide Insurance Company
Attn: Safety Department
One Nationwide Plaza
Columbus, Ohio 43216
(614) 227-8275

Parker Productions
1752 Parrott Drive
San Mateo, California 94402
(415) 341-0353

Pyramid Films
P.O. Box 1048
Santa Monica, California 90406
(213) 828-7577

Shell Oil Company
Film Library
450 North Meridian Street
Indianapolis, Indiana 46204

The Film Library
International Safety Academy
P.O. Box 76146
Los Angeles, California 90076
(213) 381-5569

Walt Disney Productions
16 mm Department
2400 West Alameda Avenue
Burbank, California 91506

Visucom Productions
P.O. Box 5472
Redwood City, California 94063
(415) 364-5566

U.S. Department of Transportation. National Highway Traffic Safety Administration. *Audiovisual Catalog of the National Highway Traffic Safety Administration.* Springfield, Virginia 22151: National Technical Information Service. A compendium of motion picture films, slides, and still photographs available on loan from the Technical Services Division. Further information on the audiovisual catalog or the audiovisuals may be obtained from the Technical Services Division, Room 5108, 400 7th Street, S.W., Washington, D.C. 20590 (phone 202-426-2768).

Appendix C. Definitions of Terms[20]

Advanced driver education - a period of instruction provided for the experienced driver to improve skills, perceptions, awareness of social interactions, decision-making, and general driving ability, thereby preventing collisions or lessening their severity.

Classroom instruction - in driver education, that phase of instruction characterized by a teacher meeting with a group of students for study, lecture, discussion, and other activities based on written, visual, or other learning materials, the focus of which is the theoretical aspects of the driving task.

Correlated and integrated approach - an instructional procedure which makes use of concurrent rather than block scheduling and teaching.

Defensive driving - practices and actions taken by drivers to protect themselves from the errors of other road users and adverse weather and/or road conditions.

Driver education - learning experiences provided for the purpose of helping students to become good traffic citizens and to operate motor vehicles safely and efficiently; instruction centers on: alcohol, drugs, other harmful substances and driving; characteristics of drivers; development of judgment; development of driving skills; driving experience through simulation; traffic laws and ordinances; the motor vehicle; traffic collisions; traffic citizenship; and other relevant learning experiences and information.

Driving simulator - a laboratory device designed to assist the student driver in acquiring the necessary procedural, perceptual, judgmental, and decision-making skills for safe driving; analogous in purpose to a Link trainer used to teach airplane pilots.

Driving simulator mode - an instructional method in the laboratory phase of driver education which provides group student learning experiences which, permit individuals to operate vehicle controls in response to filmed traffic scenes; a combination of audiovisual packages and electro-mechanical equipment provides for student responses and evaluation pertaining to basic operating procedures and to perceptual, judgmental, and decision-making performance.

Highway setting - the actual location or physical surroundings of a street or highway, such as rural, urban, business district, residential area, etc.

Highway transportation system - a complex system consisting of numerous man-machine-roadway-weather combinations, with a variety of goals and operating in various regulated environments.

[20] *Sixth National Conference of Safety Education, Volume IV*, "Dictionary of Safety Education Terms" (Washington, D.C.: American Driver and Traffic Safety Education Association, 1980), with permission.

Highway transportation system element - a basic part or component of the road transportation system, such as a highway, motor vehicle, traffic control device, pedestrian, bicyclist, or guardrail.

Highway transportation system event - an occurrence or happening that takes place in the highway transportation system and has to do with the condition, status, or activity of one or more highway transportation system elements.

Instruction permit - a license issued by a state driver licensing agency to a qualified individual (one who has satisfied state requirements on vision, knowledge of rules of the road, and financial responsibility) permitting the individual to drive a motor vehicle when accompanied by a licensed driver 18 years of age or older who is occupying a seat beside the driver; in some states called a student license, which permits a student enrolled in an approved driver education course to drive only at the direction and under the supervision of a qualified driver education teacher; a "student license," in some states, is sometimes issued by the teacher, rather than by a state agency or county office.

IPDE - the processing of information by identifying, predicting, and deciding, so as to make a proper response—execution.

Laboratory instruction - a phase of instruction in any of several subjects that provides students with experiences in learning to use equipment and procedures; in driver education, that phase of instruction covering motor vehicle operation, under real or simulated conditions, and characterized by student learning experiences arising from use of a multiple-vehicle driving facility, a driving simulator, and/or on-road driving practice in a dual-control vehicle under the direction of a teacher, and other such procedures as are demonstrably effective.

Mode - a subdivision of a phase of an instructional program; i.e., simulator mode of the laboratory phase of driver education; may also refer to a method of instruction.

Multimedia - the presence of more than one medium of communication for instruction on a given subject or in a given time period, e.g. slides, audiotape, motion pictures.

Multimedia classroom mode - group student learning experiences which take place in a teacher-managed classroom environment utilizing audiovisual presentations and featuring student responses to multiple-choice test items depicted on a screen.

Multimedia kit - a collection of subject-related instructional materials in more than one medium of communication, intended for use as a unit.

Multimedia system - a teaching-learning system that combines media of communication (motion pictures, filmstrips, sound) operated by electronic equipment with provision for instant feedback on individual student and group performance; in a teacher-managed classroom, the equipment can be programmed to administer tests, take roll, receive and reflect reactions of students, levels of comprehension, provide private response communication with the teacher, and capture real-life traffic situations in picture and sound.

Multiphase driver education program - a program consisting of classroom instruction and two or more modes of laboratory instruction in a correlated and integrated manner during a specified period of time.

Multiple-vehicle driving facility - a specially designed and equipped off-road laboratory facility including streets, intersections, signs, signals, pavement markings, and various exercise areas designed for use in skill development, with emphasis on the (IPDE) process, by a number of students, operating vehicles simultaneously under the supervision of one or more teachers positioned away from the vehicles; also, any off-road area where several students, operating vehicles simultaneously under teacher supervision, can practice basic manipulative skills with relative safety.

Multiple-vehicle mode - an instructional method in driver education that provides for behind-the-wheel (BTW) or behind-the-bars (BTB) experience for a number of students simultaneously on a multiple-vehicle driving facility.

Observation time - in driver education, student time spent as an observer in a dual-control car while another student is receiving behind-the-wheel (BTW) instruction.

On-road instruction - supervised learning experiences for driver education students while they are operating a dual-control motor vehicle under the direction of a teacher as part of the laboratory phase of instruction; also called on-street mode.

Phase - a major division of an instruction program which may include more than one mode; e.g., a two-phase driver education program includes the classroom and one mode of the laboratory phase.

Qualified instructor - a person who meets or exceeds the minimum teacher qualifications required by a state.

Temporary driver license - a license issued to an applicant who is otherwise qualified and has passed the required tests, to be used until the regular license certificate is received (usually by mail).